

*Online Resource for*

**sustainable  
children's  
ministry**

from  
last-minute  
scrambling  
to long-term  
solutions

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# Church Nursery Guidelines

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The church nursery needs to be a clean, attractive, and welcoming place for children. It is important that your congregation establish guidelines for your church nursery.

- \* Infant and toddler nurseries should be located near the sanctuary, restrooms, and fire exits.
- \* Nurseries should be attractive, safe, welcoming spaces.
- \* Information and guidelines should be consistent with the church safety policy.
- \* All who work and volunteer in the nursery should attend “Safe Church” training.
- \* Establish a nursery policy for your church.

A nursery policy should include the following:

## **Guidelines for a Safe Nursery**

- \* Do a background check on everyone who has access to the children and youth in your church.
- \* Follow the practice of two adults present at all times, having windows in entrance doors, and having diaper changing stations in central locations. It is also helpful to have the changing table near the sink so that adults can wash their hands after each diaper change.
- \* Always have an adult in charge. It is best if the same person is there each week.
- \* Require all nursery workers to go through an orientation before working in the nursery.
- \* Have a backup plan for staffing the nursery.
- \* Minimum adult to child ratio recommendations:
  - o one adult to three infants
  - o one adult to four toddlers
  - o one adult to six children three years and older
- \* Have only age-appropriate toys in the nursery. If a toy (or parts of a toy) is small enough to fit through a toilet paper tube, do not use.
- \* Regularly check floors for choking hazards such as coins, marbles, safety pins, jewelry, buttons, crayons, pen caps, nails, screws, etc.
- \* Avoid stuffed animals. They are great germ carriers.
- \* Establish a regular schedule for checking, cleaning, and replacing toys and other nursery equipment.
- \* Practice SIDS prevention: always put infants to bed on their back. (This policy is in accordance with the American Academy of Pediatrics.)
- \* Check that mattresses are firm and flat; do not use blankets or pillows in the crib.
- \* Check that crib sheets cover the mattress snugly.

- \* Make sure that crib slats are spaced properly. You should not be able to pass a can of soda between the slats of a crib.
- \* Cribs should not have cutouts in the end panels or corner posts.
- \* Keep cribs away from windows.
- \* Have disposable, one-time use gloves available for required use when changing a child's diaper.
- \* Post emergency exits and phone numbers, including poison control.
- \* Make sure nothing is on a counter that could be pulled over by a child (e.g., TV, DVD player).

### **Nursery Caregiver: Responsibilities and Duties**

The nursery caregiver will provide proper care and nurturing to babies/toddlers during church services and special events.

- \* Arrive at least fifteen minutes prior to service or event—earlier if expecting a larger crowd for special services or events.
- \* Become familiar with nursery policies and facilities.
- \* Greet parents and sign in and out babies/toddlers.
- \* Take care of babies/toddlers in the nursery, following nursery policies for safety and proper care:
  - o Change diapers/clothing as necessary; check diapers near end of service.
  - o Rock, play with, sing to, play music for, and show picture books to babies/toddlers.
  - o Feed babies when needed or as requested by parents.
  - o Give snacks to toddlers.
- \* Change crib sheets after babies/toddlers have been picked up.
- \* Place dirty toys in container to be cleaned and disinfected.
- \* Encourage potty training children to try at least once.

### **Nursery Coordinator: Responsibilities and Duties**

- \* Recruit and train volunteers to serve in the nursery.
- \* Organize the nursery and ensure its cleanliness and safety.
- \* Develop, post, and enforce nursery policies.
- \* Routinely inspect nursery equipment, toys, and supplies.
- \* Report repair-and-maintenance needs to appropriate personnel.
- \* Restock supplies when needed.
- \* Obtain and keep a library of picture books and music/songs on CDs for use in the nursery.

- \* Keep a current list of nursery caregivers with names, addresses, and phone numbers.
- \* Schedule nursery caregivers for every service and special churchwide events in which nursery care is needed.
- \* Collect and launder used crib sheets weekly.
- \* Clean/disinfect dirty toys as necessary.
- \* Oversee budget and expenditures for the nursery ministry.

### **Training for All Nursery Workers**

- \* Have a nursery-worker orientation that includes an explanation of expectations, discipline policies, information on child development, information on fire and emergency procedures, and training in infant CPR.
- \* Have regularly scheduled orientations and refresher courses.

### **Guidelines for a Clean Nursery**

- \* Have nontoxic cleaning supplies readily available to nursery workers but well out of the reach of children. Childproof cabinet latches are recommended.
- \* See that nursery carpets, floors, and furniture are thoroughly cleaned on a regular basis.
- \* Check premises for adequate ventilation and test for the presence of lead, especially in buildings built before 1970.
- \* Have clean crib sheets readily available and have a plan for making sure used crib linens and changing table covers are washed and returned each week.
- \* Have disposable, one-time use changing pads available for required use when changing a child's diaper.
- \* See that toys are washed on a regular basis with a nontoxic detergent, and that toys handled by children with colds are washed immediately.

### **Good Communication with Parents**

Have a check-in system for parents that includes having them fill out information cards on their children. Have parents leave their cell phone numbers so they can be contacted if the need arises.

- \* Keep up-to-date information on all children.
- \* Only children free of fever, diarrhea, or contagious rashes should attend nursery. If a child is visibly ill, the parents should be contacted immediately.
- \* Ask parents to label their child's diaper bag, bottle, spare clothing, toys, etc.
- \* Be sure to talk with parents each Sunday about any concerns and joys related to their child.

## **Necessary Nursery Supplies**

- \* disposable diapers
- \* paper lining for changing tables
- \* premoistened wipes
- \* tissues
- \* cotton balls
- \* first-aid kit with syrup of ipecac, thermometer, alcohol/antibiotic ointment, bandages, cold packs
- \* name tags and markers
- \* plastic bags and ties for soiled clothes
- \* disinfectants and nontoxic cleaning solutions
- \* paper towels
- \* electric outlet covers
- \* emergency manual
- \* posted fire exit plans/maps
- \* graham or soda crackers (check for allergies and preferences listed on parent information cards)
- \* children's books and toys
- \* telephone
- \* fire extinguishers
- \* smoke and carbon monoxide detectors (check batteries often and replace twice a year)

## **Furniture**

- \* rocking chairs
- \* child-size table and chairs
- \* cribs
- \* changing table(s)
- \* childproof locks on all cabinets for supplies
- \* hooks for hanging coats and diaper bags
- \* bulletin board for announcements and pictures
- \* baby swings and walkers are optional (strict guidelines should be established for the use of these items)



# Weekly Classroom Feedback Form

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## What worked well this week?

### How was check-in? (circle one)

1. Perfect.
2. We had some hiccups (list on the back of this form).
3. A parent might be upset. We need to talk.

### How was the lesson? (circle all that apply)

1. Easy peasy. Kids were engaged and actively learning.
2. It was difficult to keep the kids' attention, but once they engaged, many of them were participating and learning.
3. The kids didn't seem to get it.
4. I think it was over their heads.
5. I think it was below their learning/experience level.

### How was the craft/activity? (circle all that apply)

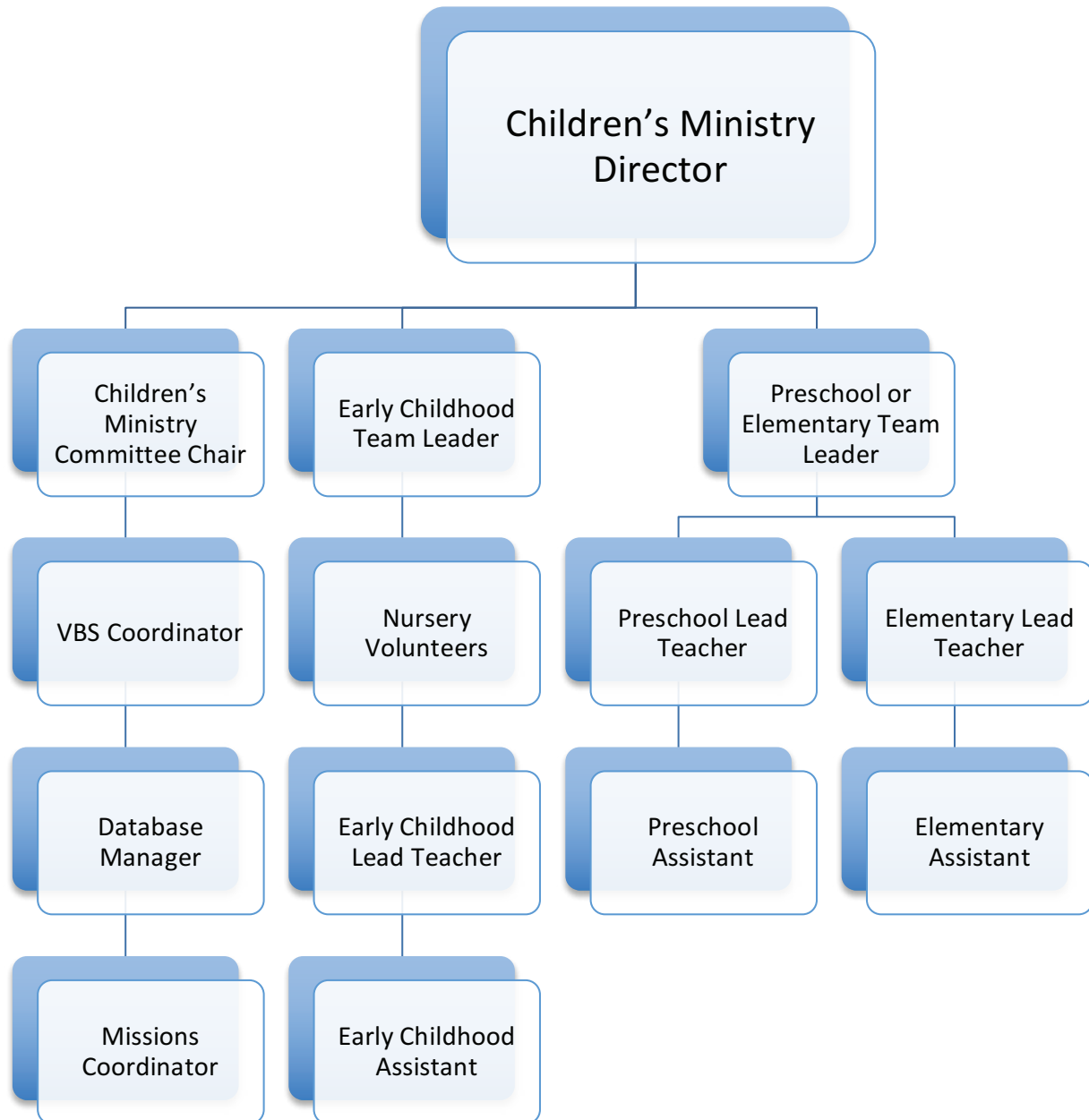
1. It was a perfect complement to the lesson, and the kids loved it.
2. The kids liked it, but didn't connect the activity to the lesson.
3. It connected well, but the kids didn't engage well.
4. It was over their heads.
5. It was too young for this age group.

### Equipment or supplies that need attention, repairs, or replenishing?

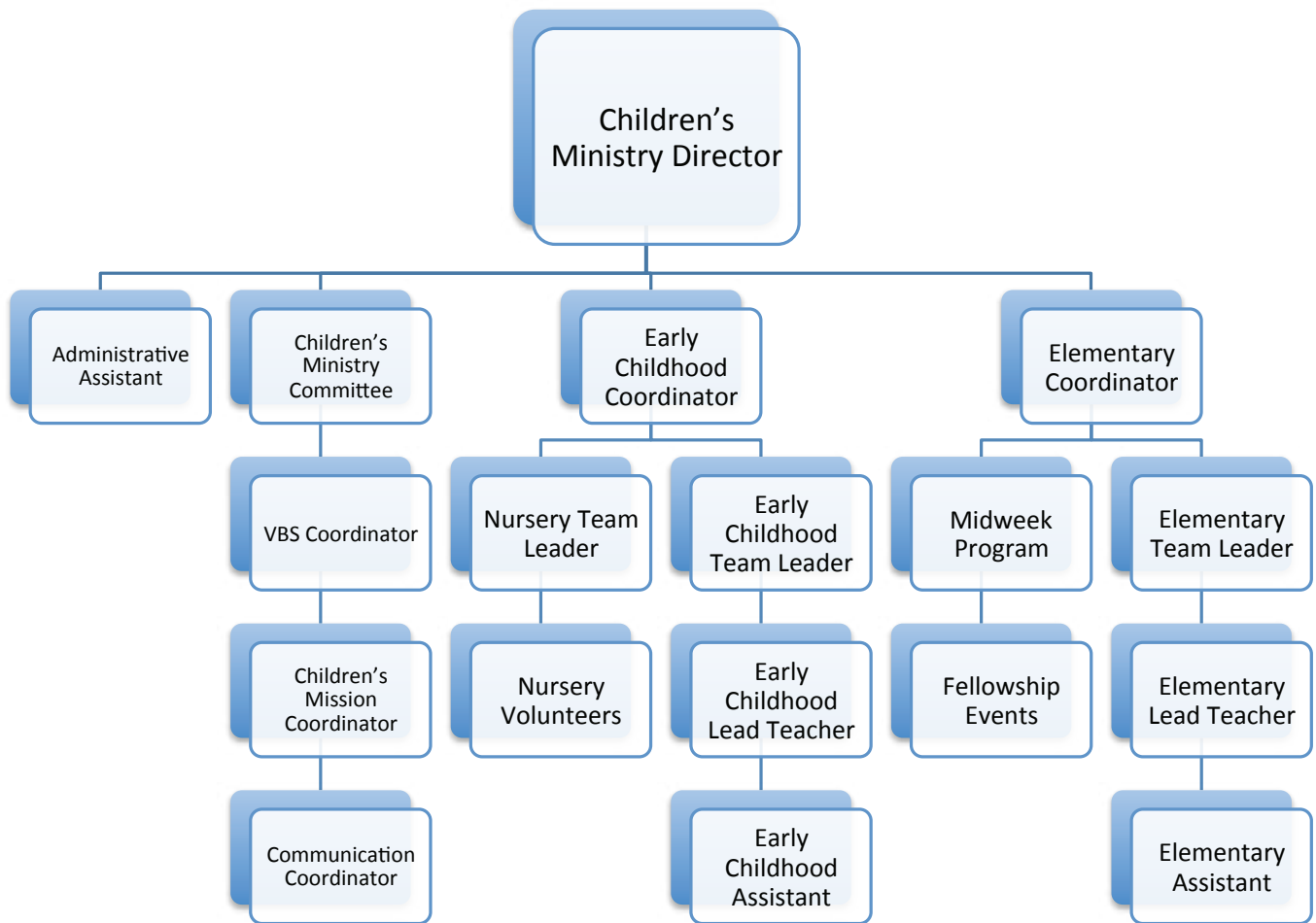
1. DVD player/TV/sound equipment
2. Goldfish/graham crackers
3. Diapers/wipes
4. Cabinet doors
5. Crayons/glue/craft supplies
6. Other: \_\_\_\_\_

### What else could make next week even better than this week?

## Sample Organizational Chart 1



## Sample Organizational Chart 2



## Tips for Choosing Curriculum

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- \* If you are a part of a denomination or association of churches, start there. They are likely to have a catalog of resources that fits the culture and theology of your church.
- \* You may also want to check out one of the more mainstream publishers like Group's KidMin curriculum ([group.com/sundayschool](http://group.com/sundayschool)), David C. Cook ([davidccook.com/curriculum](http://davidccook.com/curriculum)), Orange ([whatisorange.org](http://whatisorange.org)), or D6 ([d6family.com/curriculum](http://d6family.com/curriculum)). You can find a comprehensive list of children's ministry curricula at [Kidmintools.com](http://Kidmintools.com).

# Volunteer Position Description

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## *Major Event Coordinator*

**Overview:** The major event coordinator helps the children's ministry achieve its mission by coordinating special memory-making events that will joyfully engage children or their parents, invite them to experience the abundant life in Christ more fully, and connect them to each other, to the life of the church, and to the children's ministry. The major event coordinator will develop and coordinate the work of a team of people who will work together to handle all the logistics of the event.

### **Responsibilities**

- \* Meet with the children's ministry staff well before the event (typically between three and twelve months prior, depending on the event) to develop an implementation plan.
- \* Agree on a targeted number of participants for the event.
- \* Work with the communications coordinator to develop a promotional process for engaging the targeted number of participants.
- \* Ensure that a clear process is in place for collecting RSVPs for the event.
- \* Coordinate the work of all volunteers for the event, working with the children's ministry staff to recruit an appropriate number of team members to execute the event.
- \* Use the major event notebook template to ensure that all logistics are covered (e.g., food, transportation, set-up, pickup and drop-off times and locations, and number of adult leaders needed, typically one for every five to seven students).
- \* Coordinate a user-friendly registration process, distributing forms through the mail, online, and at children's ministry programs.
- \* Oversee the collection of money, forms, or verbal RSVPs.
- \* Ensure that at least one adult has been designated as the photographer for the event and that the photographer gives pictures to the communications coordinator and to the children's ministry staff after the event.
- \* Update an event notebook to be used by next year's coordinator of this event.
- \* Makes sure the event is executed in a way that is consistent with the values of the children's ministry and helps the children's ministry accomplish its mission and goals.

# Creating a Major Event Notebook

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The major event notebook is a crucial piece of the framework for any church's children's ministry. The first time a MENTBK (major event notebook) is created, you will be putting it together *as* you plan and execute the event. A MENTBK keeps you from having to reinvent each event each year. It provides a record of what has been done in the past, who did it, and for how much. And it offers a systematic checklist to make sure all the bases get covered well in advance of the event.

## Setting the Stage

- \* Identify your major events for the year.
- \* Determine whether you want your event notebooks to be in electronic or printed form, or both.
- \* If you choose to have an electronic version (highly recommended), you'll want to use a shared application such as Dropbox or Google Drive. With both, you can create a master MENTBK folder that contains all the templates you need and a separate subfolder for each event.
- \* Each time you begin a new event, copy the blank template and in the place of "Blank" put the name of the event.
- \* If you choose to use a physical notebook (not recommended, but some churches prefer physical copies of everything), put together your notebook in a three-ring binder. You'll want a section with all the blank templates and a separate section in the notebook for each major event.
- \* Create tabs or sections for each of the following tasks:
  - o overall information sheet and volunteer list
  - o timeline
  - o budget
  - o program summary
  - o schedule
  - o promotions
  - o roster of participants
  - o communication
  - o food
  - o transportation
  - o meeting notes
  - o postevent evaluation
  - o documents needed for the event

- \* Add to the notebook a copy of church's tax-exempt form for volunteers to purchase needed supplies.
- \* Add to the notebook a copy of your church's reimbursement form and procedures needed to turn in receipts.

### **Customizing a MENTBK for VBS (sample)**

In addition to the sections outlined above, an event such as VBS might also include additional tabs or sections unique to this event:

- \* Volunteer schedule/rotation
  - o snack providers
  - o shepherds
  - o teachers
  - o teen volunteers
- \* Music program
- \* Art and crafts
- \* Registration
- \* Service project

# Major Event Notebook Template

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## Overall Information

### Children's Ministry Major Event Notebook

Name of event: \_\_\_\_\_

Date/time of event: \_\_\_\_\_

Location of event: \_\_\_\_\_

Purpose of event: \_\_\_\_\_

Staff liaison: \_\_\_\_\_

    Contact info: \_\_\_\_\_

Co-coordinator: \_\_\_\_\_

    Contact info: \_\_\_\_\_

Co-coordinator: \_\_\_\_\_

    Contact info: \_\_\_\_\_

Targeted ages/groups: \_\_\_\_\_

Childcare needed: Y or N \_\_\_\_\_ How many workers needed? \_\_\_\_\_

Space/rooms needed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Person responsible for reserving: \_\_\_\_\_

    Contact info: \_\_\_\_\_

Publicity coordinator: \_\_\_\_\_

    Contact info: \_\_\_\_\_

Decorations coordinator: \_\_\_\_\_

    Contact info: \_\_\_\_\_



Food volunteer: \_\_\_\_\_

Contact info: \_\_\_\_\_

Program/leader of event: \_\_\_\_\_

Contact info: \_\_\_\_\_

Clean-up volunteer: \_\_\_\_\_

Contact info: \_\_\_\_\_

Equipment coordinator: \_\_\_\_\_

Contact info: \_\_\_\_\_

Supply coordinator: \_\_\_\_\_

Contact info: \_\_\_\_\_

Other volunteers: \_\_\_\_\_

Contact info: \_\_\_\_\_

Other volunteers: \_\_\_\_\_

Contact info: \_\_\_\_\_

# Timeline

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## **Children's Ministry Major Event Notebook**

(Fill in what needs to happen when)

One year before the event:

Six months before the event:

Four months before the event:

Three months before the event:

Two months before the event:

One month before the event:

Three weeks before the event:

Two weeks before the event:

One week before the event:

Three days before the event:

The week after the event:

# Budget

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## Children's Ministry Major Event Notebook

Name of event: \_\_\_\_\_

Amount budgeted for event: \_\_\_\_\_

Who will manage the budget for this event? \_\_\_\_\_

Contact info: \_\_\_\_\_

Is a fee being charged to the children/families?      Yes      No

Amount: \_\_\_\_\_

Breakdown of expenses	Projected	Actual
Food	_____	_____
Program	_____	_____
Supplies	_____	_____
(to include decorations or any other materials not related to the program)		
Promotions	_____	_____
Transportation	_____	_____
Off-campus costs		
Lodging	_____	_____
Fees	_____	_____
Gas	_____	_____
Other	_____	_____
Other	_____	_____
Other	_____	_____
Other	_____	_____
Other	_____	_____
<i>Total Expenses</i>	_____	_____

Budget

Breakdown of expenses	Projected	Actual
-----------------------	-----------	--------

**Income**

Fees from children or families

\_\_\_\_\_

\_\_\_\_\_

Funds from budget

\_\_\_\_\_

\_\_\_\_\_

Other

\_\_\_\_\_

\_\_\_\_\_

*Total Income*

\_\_\_\_\_

\_\_\_\_\_

Total Income

\_\_\_\_\_

- Total Expenses

\_\_\_\_\_

Profit/Loss

\_\_\_\_\_

# Program

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## Children's Ministry Major Event Notebook

Coordinator of program: \_\_\_\_\_

Location of program: \_\_\_\_\_

Equipment needs: \_\_\_\_\_

Who will set up equipment? \_\_\_\_\_

Where do things need to be set up? \_\_\_\_\_

(Attach a diagram if necessary)

Who will take down/put away equipment? \_\_\_\_\_

Supply needs: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Who will collect/purchase supplies? \_\_\_\_\_

When and where do supplies need to be placed? \_\_\_\_\_

Who will clean up supplies? \_\_\_\_\_

Where do leftover supplies go? \_\_\_\_\_

Other needs for program: \_\_\_\_\_

\_\_\_\_\_

Who is going to send thank you notes (can be mailed from the church)? \_\_\_\_\_

Were any vendors used for the program? If so, include their contact information and the cost:

Decorations vendor: \_\_\_\_\_

Contact info: \_\_\_\_\_

Service provided and cost: \_\_\_\_\_

*Program*

Music vendor: \_\_\_\_\_

Contact info: \_\_\_\_\_

Service provided and cost: \_\_\_\_\_

Sound vendor: \_\_\_\_\_

Contact info: \_\_\_\_\_

Service provided and cost: \_\_\_\_\_

Lights vendor: \_\_\_\_\_

Contact info: \_\_\_\_\_

Service provided and cost: \_\_\_\_\_

Program vendor: \_\_\_\_\_

Contact info: \_\_\_\_\_

Service provided and cost: \_\_\_\_\_

# Schedule of the Event

---

## Children's Ministry Major Event Notebook

See the example below or use the schedule template on the following page.

### Example: Fall Kickoff, 7:00-8:30 p.m.

- 5:00 p.m. Decoration team arrives to decorate
- 6:00 Staff arrives
- 6:30 Other volunteers arrive in order to prepare for program
- 7:00 Children and parents arrive
  - Welcome time
  - Mixers/games/activities: getting everyone engaged
  - Serve snacks and drinks
- 7:30 Official welcome from leader
  - Announcements
    - Introduction of volunteers
    - Pep rally—it's gonna be a great year
- 7:45 Parents go to their information session
  - Hand out packets of information
  - Go over forms
  - How parents can help
  - Youth: get their input and ideas
    - Calendar: what's coming up
    - Promote special events
    - How important each person is and why we want them to be involved
- 8:15 Group regathers
  - Closing music and prayer
- 8:30 Good night
- 8:45 Volunteers clean up
  - Check in on anything that needs to be followed up

*Schedule of the Event*

<b>TIME</b>	<b>WHAT AND WHERE</b>	<b>WHO</b>
8:00 a.m.		
8:30		
9:00		
9:30		
10:00		
10:30		
11:00		
11:30		
Noon		
12:30 p.m.		
1:00		
1:30		
2:00		
2:30		
3:00		
3:30		
4:00		
4:30		
5:00		
5:30		
6:00		
6:30		
7:00		
7:30		
8:00		
8:30		
9:00		
9:30		
10:00		
10:30		
11:00		
11:30		



# Promotions

---

## Children's Ministry Major Event Notebook

**Overview:** Promotions coordinator will coordinate the communication and promotions efforts related to this event in an effort to attract the targeted number of participants to the event.

Coordinator: \_\_\_\_\_

Contact info: \_\_\_\_\_

\* Information necessary to promote event:

What? \_\_\_\_\_

Who? \_\_\_\_\_

Where? \_\_\_\_\_

When (date and time)? \_\_\_\_\_

Cost: \_\_\_\_\_

How? \_\_\_\_\_

Purpose: \_\_\_\_\_

Contact person for more information: \_\_\_\_\_

Special artwork: \_\_\_\_\_

\* Ways in which event should be promoted (check all that apply):

- |   |   |
|---|---|
| <input type="checkbox"/> Email                                      | <input type="checkbox"/> Announcements made by the senior pastor during worship service |
| <input type="checkbox"/> Church newsletter                          | <input type="checkbox"/> Announcements—other  |
| <input type="checkbox"/> Student mailing                            | <input type="checkbox"/> Newspaper ad (if so, which paper?) _____                       |
| <input type="checkbox"/> Parent mailing                             | <input type="checkbox"/> Fliers for church  |
| <input type="checkbox"/> Website (church)                           | <input type="checkbox"/> Fliers for community (if so, designate where?) _____           |
| <input type="checkbox"/> Facebook page                              |   |
| <input type="checkbox"/> Phone calls to parents                     |   |
| <input type="checkbox"/> Announcements during Sunday school classes | <input type="checkbox"/> Other: _____   |

Date promotions should begin \_\_\_\_\_

Date promotions should end \_\_\_\_\_

\* Specific dates for

- Deadline for ad in newspaper: \_\_\_\_\_
- When mailings go out: \_\_\_\_\_
- When information should be posted on the web: \_\_\_\_\_
- When emails should be sent: \_\_\_\_\_
- Deadline for information to go into church newsletter: \_\_\_\_\_
- Phone calls should be made: \_\_\_\_\_
- Announcements should be made: \_\_\_\_\_
- Fliers should go up: \_\_\_\_\_
- Date to follow up with Communications Coordinator: \_\_\_\_\_

Were any vendors used for promotions? If so, include their contact information and the cost:

Graphic art vendor: \_\_\_\_\_

Contact info: \_\_\_\_\_

Service provided and cost: \_\_\_\_\_

Newspaper ad vendor: \_\_\_\_\_

Contact info: \_\_\_\_\_

Service provided and cost: \_\_\_\_\_

Printing vendor: \_\_\_\_\_

Contact info: \_\_\_\_\_

Service provided and cost: \_\_\_\_\_

Other promotions vendor: \_\_\_\_\_

Contact info: \_\_\_\_\_

Service provided and cost: \_\_\_\_\_



# Communications Plan

---

## Children's Ministry Major Event Notebook

How does a child or family sign up for this event? \_\_\_\_\_

Who is in charge of the roster? \_\_\_\_\_

Who is in charge of collecting fees (if applicable)? \_\_\_\_\_

Does a checklist or what-to-bring list need to be mailed to the children/families?      Yes      No

If so, who will create it? \_\_\_\_\_

Who will distribute it? \_\_\_\_\_

When does the checklist/to-bring list need to be distributed to the children or parents?

\_\_\_\_\_

Do the children need a medical release form filled out for this event?      Yes      No

If so, who will

○ get forms to children and parents? \_\_\_\_\_

○ make sure forms are collected? \_\_\_\_\_

What is the date that all forms should be collected? \_\_\_\_\_

Are there any other forms that need to be filled out for this event?      Yes      No

If so, list the forms below and the name of the person who will take care of distribution and collection of those forms.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Other:

# Food

---

## Children's Ministry Major Event Notebook

Food coordinator: \_\_\_\_\_

Contact info: \_\_\_\_\_

What	Specifics	Who
○ Snacks	_____	_____
○ Meal	_____	_____
○ Drinks	_____	_____
○ Plates	_____	_____
○ Napkins	_____	_____
○ Cups	_____	_____
○ Plasticware	_____	_____
○ Bowls	_____	_____
○ Other	_____	_____

How many people are being fed? \_\_\_\_\_

Time food is to be delivered: \_\_\_\_\_

Location of where food is to be delivered: \_\_\_\_\_

Who is setting up food? \_\_\_\_\_

Who is serving food? \_\_\_\_\_

Who is cleaning up food? \_\_\_\_\_

Who is going to write thank you notes to volunteers who provided/helped with food?  
\_\_\_\_\_

*Food*

Thank you notes mailed (can be mailed from church) by: \_\_\_\_\_

Were any vendors used to provide food? If so, include their contact information and the cost:

Vendor: \_\_\_\_\_

Contact info: \_\_\_\_\_

Food provided and cost: \_\_\_\_\_

Other notes:

# Off-Campus Event Transportation

---

## Children's Ministry Major Event Notebook

Location of event: \_\_\_\_\_

Time to arrive: \_\_\_\_\_

Length of stay: \_\_\_\_\_

Departure time: \_\_\_\_\_

Details of the activity: \_\_\_\_\_

Do reservations need to be made?    Yes    No

If so, who will make the reservations? \_\_\_\_\_

Deposit required?    Yes    No

If so, amount of deposit \_\_\_\_\_ due by \_\_\_\_\_.

Who will submit the check request? \_\_\_\_\_

Are other reservations necessary?    Yes    No

If so, list details below: \_\_\_\_\_

Carpool or transportation needed?    Yes    No

Were any vendors used to provide transportation? If so, include their contact information and cost:

Vendor: \_\_\_\_\_

    Contact info: \_\_\_\_\_

    Service provided and cost: \_\_\_\_\_

Permission slips for youth and for drivers of cars/van?    Yes    No

Who will take care of this? \_\_\_\_\_

Emergency phone number to be given to parents: \_\_\_\_\_

Where is the first-aid kit? \_\_\_\_\_

Who is responsible for the first-aid kit? \_\_\_\_\_

Other details listed below:



# Meeting Notes

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## Children’s Ministry Major Event Notebook

Meeting date:

Participants:

Decisions made:

Action Item	Due Date	Responsible Party

Notes:

## Additional Documents

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### Children's Ministry Major Event Notebook

- \_\_\_ Copies of promotional materials
- \_\_\_ Copy of church's tax-exempt form for volunteers to purchase needed supplies
- \_\_\_ Copy of church's reimbursement form and procedures needed to turn in receipts
- \_\_\_ Copy of or link to the children's ministry database
- \_\_\_ Copy of church's child-protection policy
- \_\_\_ Instructions on what to do in case of an injury
- \_\_\_ A map of the layout of the event

# Postevent Review

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## Children's Ministry Major Event Notebook

To be filled out and turned into the director of the children's ministry (or interim staff) and a copy kept in this notebook.

Name and date of event: \_\_\_\_\_

Attendance: \_\_\_\_\_ in childcare \_\_\_\_\_ children \_\_\_\_\_

family units \_\_\_\_\_ teen helpers \_\_\_\_\_ adult volunteers \_\_\_\_\_

Were the goals or purpose of the event met? How?

What worked well?

What did not work well?

What would have been more helpful for the coordinator to know that will be helpful for the following coordinator to know?

What needs to be done differently next time?

Your name and contact information: \_\_\_\_\_