

# Developing BIG Children's Ministry Events

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## Definition

A **BIG** event, for this description, is defined as a one-time event that is designed to attract children of multiple ages and their families. This event may be viewed as an outreach to non-church people, or as a service to church "members." Here is a countdown calendar that might help you develop a **BIG** event.

## Preparation Procedures



**6 Months**

### Six Months Before The Event

1. Pray for vision, and God's guidance and provision.
2. Pray for awareness of needs of the people impacted by event.
3. Seek wisdom from others who have produced similar events.
4. Present rough ideas for event to supervising pastor(s) for initial "go ahead."
5. Set event date.
6. Conduct a "mental walk-through" of the event in your mind.
7. Present rough ideas for event to significant "core" children's ministry team members
  - a. Increased prayer.
  - b. Challenge to join the development / leadership team.
  - c. Delegate preparation challenges (needs, recruiting, facilities, communication, supplies, etc.).
8. Create a rough, broad "to do" list.
9. Create development schedule / calendar.
  - a. Development meetings
  - b. Deadlines
    - 1.) Scheduling "outside" resources (guests, organizations, transportation, rentals, etc.)
    - 2.) Advertising (radio, fliers, cards, phone, text, newspaper, social media, website, etc.)
    - 3.) Recruiting / training of event personnel (planners, security, operations, greeters, teachers, etc)
    - 4.) Curriculum ("tools" used to advance toward the goal)
    - 5.) Supplies (development, operations, food/drinks, "take-aways," team development tokens, etc)
    - 6.) Facility (reservations, permits, preparations, operations, clean-up)
    - 7.) Event clothing (event team, children, sales, etc.)
    - 8.) Budget (costs, income from sales (?), etc.)



**5 Months**

### Five Months Before The Event

1. Pray for clearer vision, and God's guidance and provision.
2. Continue to pray for awareness of needs and wisdom from others.
3. Continue to update supervising pastor(s) of progress toward event launch.
4. Meet with event leadership "core" to clarify goals, procedures and deadlines.
  - a. Event director (oversees all coordinators – may or may not be Children's Pastor)
  - b. Outside resource coordinator (oversees all "outside" resources – people, organizations, etc.)
  - c. Advertising coordinator (oversees the development of an event logo all advertising efforts)
  - d. Team development coordinator (oversees recruiting, screening, training, and organizing of the team)
  - e. Curriculum coordinator (oversees all "curriculum" – printed, musical, visual, "take-aways," etc.)
  - f. Supplies coordinator (oversees the purchase of all supplies – food, activity, clothing, safety, etc.)
  - g. Facility coordinator (oversees the preparation, use, and clean-up of the facilities)
  - h. Financial coordinator (oversees the projecting, spending, and justifying of all expenses)

5. Update the event development schedule and deadlines, if necessary.
6. Advertise the event to the children's ministry team and church (verbal, small notice in bulletin, newsletter, website, etc.).
7. Announce that recruiting will begin next month.



## **Four Months Before The Event**

1. Continue to pray for clear vision, God's provision, awareness of needs, and wisdom from others.
2. Continue to update supervising pastor(s) of progress toward event launch.
3. Meet with event leadership core.
  - a. Encourage, refresh vision, compliment publicly.
  - b. Adjust goals.
  - c. Reinforce deadlines (adjust if necessary).
  - d. Answer questions, supply specific support where needed.
  - e. Schedule one-on-one meetings with each coordinator (between you and them).
4. Begin recruiting process (screening, placing on teams, etc.).
5. Repeat small advertisement to children's ministry and church.
6. Final preparation "countdown" for major advertisement campaign in two months.



## **Three Months Before The Event**

1. Continue to pray for clear vision, God's provision, awareness of needs, and wisdom from others.
2. Continue to update supervising pastor(s) of progress toward event launch.
3. Meet with event leadership core.
  - a. Encourage, refresh vision, compliment publicly.
  - b. Adjust goals.
  - c. Reinforce deadlines (adjust if necessary).
  - d. Answer questions, supply specific support where needed.
4. Schedule team meetings with event volunteer teams (for this month).
5. Schedule personal meetings with the following coordinators to discuss progress / challenges.
  - a. Outside resource coordinator
  - b. Advertising coordinator
  - c. Team development coordinator
  - d. Supplies coordinator
  - e. Financial coordinator
6. Repeat small advertisement to children's ministry and church.
7. Meet with pastors / directors of other ministries within the church to discuss partnership options.



## **Two Months Before The Event**

1. Continue to pray for clear vision, God's provision, awareness of needs, and wisdom from others.
2. Continue to update supervising pastor(s) of progress toward event launch.
3. Meet with event leadership core.
  - a. Encourage, refresh vision, compliment publicly.
  - b. Share progress success stories.

- c. Reinforce deadlines.
- d. Answer questions, supply specific support where needed.
4. Launch first phase of major advertising campaign at end of month (posters, fliers, announcements).
5. Hold specific event team training meetings.
  - a. Security and emergency plans
  - b. Operations (greeting, communication with kids/parents, communications among team)
  - c. Use of curriculum (lessons, purpose of curriculum)
6. Confirm production schedule for team wear and other clothing items.
7. Confirm text, newspaper, website, social media worship service and radio advertising plans.



## **One Month Before The Event**

1. Continue to pray for clear vision, God's provision, awareness of needs, and wisdom from others.
2. Continue to update supervising pastor(s) of progress toward event launch.
3. Meet with event leadership core.
  - a. Encourage, refresh vision, compliment publicly.
  - b. Share progress success stories.
  - c. Reinforce deadlines.
4. Answer questions, supply specific support where needed.
5. Launch second phase of major advertising campaign (cards, texts, newspaper, website, social media, radio, announcements in church).
6. Continue first phase advertising campaign efforts – especially fliers to parents at church.
7. Display and distribute event team wear to event team members.
8. Confirm supplies purchase, collection and storage on site.



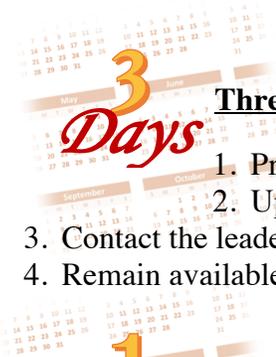
## **Two Weeks Before The Event**

1. Continue to pray for clear vision, God's provision, awareness of needs, and wisdom from others.
2. Continue to update supervising pastor(s) of progress toward event launch.
3. Contact specific event leadership core members (phone or meeting).
  - a. Outside resource coordinator
  - b. Team development coordinator
  - c. Curriculum coordinator
  - d. Supplies coordinator
  - e. Facility coordinator
  - f. Financial coordinator
4. Assist with last minute "surprises" where needed.
5. Contact other ministry directors to finalize any coordinated efforts.



## **One Week Before The Event**

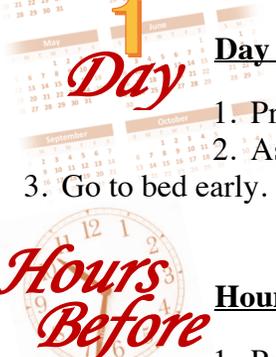
1. Continue to pray for clear vision, God's provision, awareness of needs, and wisdom from others.
2. Continue to update supervising pastor(s) of progress toward event launch.
3. Contact leadership core as needed (support, compliment, encourage).
4. Remain available to assist with anything as needed.



## **3 Days**

### **Three Days Before The Event**

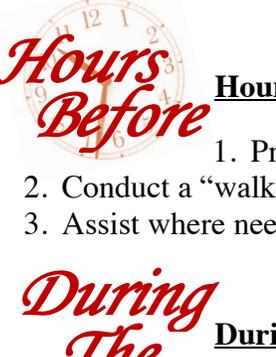
1. Pray for wisdom, God's provision, God's protection and discernment.
2. Update all church staff on event status (email, phone, personal words).
3. Contact the leadership core via phone and meet together as necessary (encourage, compliment).
4. Remain available to assist where needed.



## **1 Day**

### **Day Before The Event**

1. Pray for wisdom, God's provision, God's protection and discernment.
2. Assist where needed.
3. Go to bed early.



## **Hours Before**

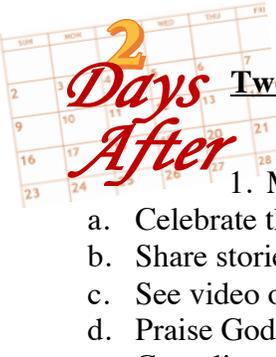
### **Hours Before The Event**

1. Pray for wisdom, provision, protection and discernment.
2. Conduct a "walk around" as the event team prepares (support, compliment, evaluate).
3. Assist where needed.

## **During The Event**

### **During The Event**

1. Enjoy the fruit of your work and praise God for all He did!
2. Walk around and help where needed.
3. Overflow with compliments and support for those serving at the event!
4. Talk with parents.
5. Assist with clean up afterward.
6. Hold an "afterglow" with those team members who can stay and celebrate the success!



## **2 Days After**

### **Two Days After The Event**

1. Meet with entire leadership core
  - a. Celebrate the "fruit" of God's work through them
  - b. Share stories
  - c. See video of event
  - d. Praise God in prayer for what He did
  - e. Compliment each other (open microphone for positive comments about fellow team members)
  - f. Evaluate preparation process
  - g. Evaluate event operation
  - h. Evaluate event success based on goals
  - i. Make plans to repeat or not
2. Share the results of the event with the church staff
3. Share results of the event with the entire church and advertise, and recruit for, the next event if possible