

A Mental “Walk-through” of A Program



Directions: Take a mental “walk-through” of your program long before it happens! Every program is different, but this form has some general “prompts” to help you along your journey. If you come across something that effects your team training process or an item that needs to be budgeted, mark the appropriate boxes to the right. Have fun!

Walk-through Question	Notes / Action Needed
<div style="display: flex; align-items: center;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg); font-size: 2em; font-weight: bold; margin-right: 10px;">Vision</div> <div> <p>1. How does this program help fulfill the Great Commission?</p> </div> </div>	<p>___ Train ___ Budget</p>
<div style="display: flex; align-items: center;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg); font-size: 2em; font-weight: bold; margin-right: 10px;">Vision</div> <div> <p>2. How does this program “fit” in your children’s ministry vision?</p> </div> </div>	<p>___ Train ___ Budget</p>
<div style="display: flex; align-items: center;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg); font-size: 2em; font-weight: bold; margin-right: 10px;">Vision</div> <div> <p>3. How will this program benefit the church?</p> </div> </div>	<p>___ Train ___ Budget</p>
<div style="display: flex; align-items: center;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg); font-size: 2em; font-weight: bold; margin-right: 10px;">Vision</div> <div> <p>4. How will this program benefit the community?</p> </div> </div>	<p>___ Train ___ Budget</p>
<div style="display: flex; align-items: center;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg); font-size: 2em; font-weight: bold; margin-right: 10px;">Vision</div> <div> <p>5. What have you done to make sure others know your answers to #1 - #3 above?</p> </div> </div>	<p>___ Train ___ Budget</p>
<div style="display: flex; align-items: center;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg); font-size: 2em; font-weight: bold; margin-right: 10px;">Facility</div> <div> <p>6. Now, take a mental “visit” to your program and PROGRAM SITE before it happens...</p> <p>Is this your church facility? Have you reserved it far enough in advance?</p> </div> </div>	<p>___ Train ___ Budget</p>
<div style="display: flex; align-items: center;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg); font-size: 2em; font-weight: bold; margin-right: 10px;">Facility</div> <div> <p>7. Is this another facility, other than your church facility? Have you reserved it in advance? Is there a cost? Do you have a key?</p> </div> </div>	<p>___ Train ___ Budget</p>
<div style="display: flex; align-items: center;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg); font-size: 2em; font-weight: bold; margin-right: 10px;">Facility</div> <div> <p>8. What time are you arriving (if this were the actual program time)? How much time do you need to get ready before the children arrive? Have you cleared the time, date, and facility use with the church secretary? He/she needs to know even if you don’t use the church facility.</p> </div> </div>	<p>___ Train ___ Budget</p>

<p>9. As you begin preparing for the program... ...Is the room large enough to accommodate the number of people expected?</p>	<p>___ Train ___ Budget</p>
<p>Facility</p> <p>10. Are the air conditioners/heaters accessible and working? Do you need to gain access to the thermostats?</p>	<p>___ Train ___ Budget</p>
<p>11. Is the facility secure from outsiders? How many entrances/exits are there? Will there be enough staff to monitor the doors?</p>	<p>___ Train ___ Budget</p>
<p>Facility</p> <p>12. If the program is at night, are the lights working and adequate (both inside and outside)?</p>	<p>___ Train ___ Budget</p>
<p>13. Do you have adequate number of tables and chairs? Who set them up? Will you help? Are you responsible for putting them away? Will you have help? Are those people expecting to stay?</p>	<p>___ Train ___ Budget</p>
<p>14. TEAM DEVELOPMENT - Are you alone when you arrive? Are there team members who arrive early to help you? Are they trained and prepared?</p>	<p>___ Train ___ Budget</p>
<p>15. When and how were the team members trained?</p>	<p>___ Train ___ Budget</p>
<p>Team</p> <p>16. When did you start the recruiting/training process?</p>	<p>___ Train ___ Budget</p>
<p>Team</p> <p>17. How were these people recruited?</p>	<p>___ Train ___ Budget</p>
<p>18. Are the team members volunteers or paid staff? If paid, how much and did you get this approved?</p>	<p>___ Train ___ Budget</p>
<p>19. Were the team members screened through church and legal processes? Were there background checks done early enough?</p>	<p>___ Train ___ Budget</p>

Supplies	20. SUPPLIES – Are there supplies to get ready? Who bought them? How did they get to the facility? Were they budgeted? Who planned for their purchase and use?	____ Train ____ Budget
	21. Are there refreshments to get ready? Who bought them? How did they get to the facility? Were they budgeted? Will the refreshments be messy? Are there cleanup supplies available? Are there adequate trash containers in the area? Who will empty the trash containers and where will they be emptied?	____ Train ____ Budget
A/V	22. Is there audio/visual or other technical equipment required for the program? If so, whose is it? Who sets it up? Is that person there early enough? Who runs it? Does that person know how to fix it if it doesn't work during the program? Do you have a "backup person" on the "red alert" if needed? Do you have that person's cell phone number?	____ Train ____ Budget
Advertising	23. ADVERTISING – Is advertising budgeted/ approved?	____ Train ____ Budget
	24. How do you plan to advertise the event or program? Who will create the advertising material?	____ Train ____ Budget
	25. What is your deadline for the advertising? How far in advance do you need to advertise the event or program? When do those who create the advertising artwork (printing, website) need to get the information, or finish it?	____ Train ____ Budget
	26. How will you distribute the advertising material? Is this done only at the church gatherings, or is the event or program advertised outside of the church meetings?	____ Train ____ Budget

Communication	<p>27. PARENT COMMUNICATION – As the children start arriving, do the parents know where the event or program is being held, and what time it starts? Do the parents know what their children need to bring with them, or what their children need to wear?</p>	<p>_____ Train _____ Budget</p>
	<p>28. Have the parents been told clearly, often, and soon enough about the event or program and what needs to be done? Who created this communication material?</p>	<p>_____ Train _____ Budget</p>
	<p>29. Did the parents submit the required registration forms ahead of time? Who designed and printed the forms? Who tracks the forms and keeps a record of which parents have submitted the required forms?</p>	<p>_____ Train _____ Budget</p>
Transportation	<p>30. TRANSPORTATION – How are the children getting to the site of the program? Do you have to organize transportation? Is that transportation budgeted? Is the cost of transportation worked into the cost of the program to the parents, or is it covered by your budget?</p>	<p>_____ Train _____ Budget</p>
	<p>31. Does your church insurance cover the transportation? NEVER USE CARPOOLS UNLESS YOU HAVE NO OTHER OPTIONS! If you do HAVE TO use carpools, are the drivers screened and cleared? Are there two adults in each car for security reasons?</p>	<p>_____ Train _____ Budget</p>
	<p>32. Does the driver of the bus, or the parents, have a “Scoop Sheet” for the program that tells them all they need to know about the program: the destination, emergency cell phone numbers of those in charge of the program and a map to the program site? Will the driver(s) stay for the entire program? Do they know when to return to transport the children?</p>	<p>_____ Train _____ Budget</p>

Safety	<p>33. SAFETY Is there adequate cleared staff to greet the children, assist in traffic control (if needed), and direct the children safely to the program area?</p>	<p>___ Train ___ Budget</p>
	<p>34. Are CM team members who operate the event or program identified as members of your ministry team (shirts, badges, etc.)? Who designed the shirts, logos, etc.? Was that design cost budgeted and approved?</p>	<p>___ Train ___ Budget</p>
	<p>35. Do the CM team members who operate the event or program know what to do and who to call in case of an emergency? Do they know where you are, and how to reach you? Are you using two-way radios?</p>	<p>___ Train ___ Budget</p>
	<p>36. Are the children “checked-in” according to your policies and procedures? Who does this? Where is it done? Are the parents given some sort of “coupon” or token to “check-out” their children at the end of the program? If you need check-in materials or name tags for the children, who buys these supplies? Is that budgeted and approved? Are there tables set up for this? Are the children organized into groups at check-in time? Are lists made of what group a child is in just in case a parent needs to find a child during the program. Who keeps the lists? Do you have a copy? Are parent permission and emergency release forms filled out ahead of time? When? Who did it, and where are the forms kept?</p>	<p>___ Train ___ Budget</p>
	<p>37. Are the children organized into groups at check-in time? Are lists made of what group a child is in just in case a parent needs to find a child during the program. Who keeps the lists? Do you have a copy? Are parent permission and emergency release forms filled out ahead of time? When? Who did it, and where are the forms kept?</p>	<p>___ Train ___ Budget</p>

Costs	38. COSTS Is there a registration cost involved for this program? Will there be any payments made at the door? Who handles the money? Who has a list of those who have pre-paid? Is there change for large bills? Is there a cash box? Are there at least two adults around the money at all times? What safe place does the money go after check-in time? Do you give receipts, how?	___ Train ___ Budget
	39. Are the costs of the event or program included in the cost passed on to the parents, or are there costs covered by the CM budget? Did you get those budget costs approved? Do you have a limit to what you can spend on the event or program? What happens if you incur costs beyond what was budgeted?	___ Train ___ Budget
Program	40. What do you have planned for the children who arrive early? How early will you be prepared? Will you keep children out of the area until a certain time? Will they be supervised and safe? Will you require that the parents stay with the early children until the program begins?	___ Train ___ Budget
	41. As the children arrive, will there be a person leading songs or doing something “on stage” for the first few minutes? Who is this person? Have you asked them to do this ahead of time?	___ Train ___ Budget
	42. Are there adequate numbers of adults who are “greeters” in the program area? Are these adults screened ahead of time? Are they identified as members of your team (shirts, badges, etc.)? Who designed the shirts, logos, etc.? Are the costs of this team wear budgeted and approved?	___ Train ___ Budget
	43. As the program begins... ...What is the program curriculum? How have you chosen it? Did you write any of it yourself? What did it cost? Was it budgeted and approved?	___ Train ___ Budget
	44. Are the adult team members trained in the curriculum?	___ Train ___ Budget

	<p>45. Have you planned adequate time for the entire program? Is the schedule printed? When was it printed, and by whom?</p> <p style="text-align: right;">___ Train ___ Budget</p>
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Program</p>	<p>46. Are there rest room breaks in the program, or will team members escort children to the rest rooms individually? Is there adequate screened adult supervision (two female adults in each rest room)? How were they recruited, trained, and screened? Are the rest rooms open early enough? Do you know who to call if a toilet overflows? Do you know where to get cleaning supplies? Is there adequate toilet paper, soap, and towels?</p> <p style="text-align: right;">___ Train ___ Budget</p>
	<p>47. Will there be refreshments? Are your team members prepared for this? Who has set out the refreshments? Who cleans up afterward?</p> <p style="text-align: right;">___ Train ___ Budget</p>
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Program</p>	<p>48. Will there be a craft during the program? Who planned it? Who purchased the supplies and prepared them? Was all of this budgeted and approved? Was your team trained accordingly? Will this activity take place in another area? Is that area prepared and safely supervised? Is that other area cool or warm enough? Do you have enough supplies for more than the numbers of children you expect? Who will clean up the craft area?</p> <p style="text-align: right;">___ Train ___ Budget</p>
	<p>49. Do you have extra things to do to “fill the time” if your activities take less time than expected? Can your song leader help? Is he/she planning on staying?</p> <p style="text-align: right;">___ Train ___ Budget</p>
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Check-out</p>	<p>50. CHECK-OUT – Will you take the children out to where the parents are expecting to check-out and pick up their children, or let the parents come to your program area? Which is the best option for the safety of the children?</p> <p style="text-align: right;">___ Train ___ Budget</p>
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Check-out</p>	<p>51. Have the parents and your team members been informed (and trained) in your check-out plans? Are there team members in the parking lot to remind the parents of your plans and to assist in traffic control and child pick-up?</p> <p style="text-align: right;">___ Train ___ Budget</p>

Check-out	52. If check-out is at night, are there adequate lights on? Do your team members have flashlights? Do your team members have two-way radios? Who purchased the flashlights and radios? Was this budgeted and approved?	<input type="checkbox"/> Train <input type="checkbox"/> Budget
	53. What will be done with the children who weren't picked up on time? Where will they be watched? Are there two screened adults in this area? What will you do if you can't contact the parents? Do the parents know this plan?	<input type="checkbox"/> Train <input type="checkbox"/> Budget
	54. Who will help cleaning up after the program? Are they planning on this?	<input type="checkbox"/> Train <input type="checkbox"/> Budget
	55. When the program is over, who locks up the facility?	<input type="checkbox"/> Train <input type="checkbox"/> Budget
Debriefing	56. Will you have a team member debriefing meeting within a few days of the program's end to discuss problems and successes of the program? How will you use the successes of the program to recruit for the next program ("Sandwich principle")? Is your team planning on the debriefing meeting? Have you cleared the date and reserved the room?	<input type="checkbox"/> Train <input type="checkbox"/> Budget
	57. How will you say, "Thank you" to all who helped with the program? Is this budgeted and approved?	<input type="checkbox"/> Train <input type="checkbox"/> Budget
	58. How will you publicize the fruit of the program? Will you ask the senior pastor for a few minutes to share a testimony or story? Will you show a video of the program? Who filmed the video? Who will share the testimony? Are they willing and ready to do so? Was the pastor invited to attend the program so he will be aware of the great things that happened? Will you print an insert for the bulletin when you share the fruit of the program and recruit for the next program ("Sandwich principle")? Who creates the insert? What are the deadlines? Do you have recruiting or sign-up sheets ready for the time of announcement in the service?	<input type="checkbox"/> Train <input type="checkbox"/> Budget