



CHILDREN'S STEWARDSHIP COORDINATOR

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PURPOSE

The Children's Stewardship Coordinator has the responsibility of educating the children about stewardship and inspiring the next generation of stewards in the church. By serving in this position, you can make this a very project a meaningful experience for the children of the church. The campaign sometimes culminates in a children's event planned during the Commitment Day Event if special arrangements are needed for the kids. The Children's Stewardship Coordinator provides direction for all children's activities and develops a children's team to plan, staff and execute the children's stewardship lessons, art exhibition and (optional) Children's Event.

RESPONSIBILITIES

- Plans, implements, and oversees a Children's Stewardship Project, Bible lessons, and a Children's Event (if needed) during the Commitment Day Event
- Recruits assistance from the children's department to implement all planning
- Prepares a budget for submission and approval as needed
- Considers prayerfully their own contribution to the campaign

TASKS AND ASSIGNMENTS

Enlist and Train Your Team

While building your team consider the following roles you will need to fill:

For education plans:

Group Leaders/Teachers – You will want to recruit and train all children teachers regarding lessons and planned activities

If a Children's Event is held:

Children's Event Assistants – These assistants will work closely with you planning and executing the Children's Event. You will want to recruit adults to supervise the children attending the Event. The number of supervisors will depend on the anticipated number of age groups.

If a Children's Event is held:

Additional Nursery help – Consider a paid staff member or adult and mature teenage volunteers to enable members to attend Commitment Day.

Remember to give the names of the people who have agreed to work with you to the Program Manager

Once everyone on your team has been recruited, you will need to train them.

This training meeting should include:

- Distribution of the Impact-provided Bible study lessons that will be used Sundays 1 -4 on the calendar.
- Review of the lessons with teachers
- Overview and planning of the Children's Stewardship Art Exhibit
- Overview of the Children's Event (if this event is held)

Confirm Distribution of Children's Lesson Material to Teachers

Lessons can be downloaded at: www.impactresources.info

Password: Matthew77

Click on the "Lessons" section to review the sample lessons available for children.

Your Impact Consultant will give you further direction and details.

Begin Planning the Children's Stewardship Exhibit

After the children have had a few lessons on Biblical stewardship, they will be encouraged to design crafts, art or posters describing what they have learned. Their creative work will be showcased at a special art exhibit held during a pre-determined campaign calendar date during services.

Posters are always popular and easy to make. Mosaics made from colored paper or other materials could be made to illustrate how everyone (including the children) is part of the Body of Christ and working together towards the church's vision. Some past examples include making offering chests from shoeboxes (see 2 Chronicles 24: 8-12) and collecting coins to fill containers till they run over. (see Exodus 36:2-6).

This event is often inspirational for the adults as well as the kids.

Begin Planning the Children's Event

The Children's Event typically occurs simultaneously with the church-wide Commitment Day service(s). Options will be discussed at your Children's Stewardship Coordinator training meeting:

- Decide which age groups will be included in the Children's Event.

- Determine the location of the event. The Children's Event will take place at the church if the Commitment Day event will be held there as well. If the Commitment Day event is off-site, the Children's Event can be held there if the facility has enough room. If it is held off-site, arrange for the delivery of needed nursery and activity equipment to the facility.
- Decide if food will be served. If so, will it be snacks or a meal?
- Plan fun age appropriate activities, such as: games, stories, skits, singing, videos, crafts, etc.
- Confirm the start and projected ending time for the Commitment Day event with the Commitment Day Coordinator. Event volunteers will need to arrive at least one hour prior to look after the event volunteers' children. Factor in parent travel time if the Commitment Day event is off campus and the Children's Event will be on campus at the church.
- Prepare visible identification for all workers, such as name tags, lanyards or T-shirts.
- Provide medical release forms for all parents to fill out when dropping off their children. Confirm who will pick the child up. Be sure to have a registration area with a table, plenty of pens and forms. One or two volunteers should be dedicated to this task, to ensure that the process moves quickly and is not cumbersome. If possible, you may want to have these forms available online, so that parents can print them out and fill them in before the event and turn them in upon arrival or email them to you.
- Determine how you and the Commitment Day Coordinator will maintain contact during the Event, using means such as cell phones or radios.

Once you are trained, you should decide on details as soon as possible to secure budget approval for your plans. Key budget items will be event type and food. Determine if the church will provide a meal or snacks for the children. Remember alternative foods for those with allergies. Frequently, restaurants or groceries may provide complimentary or greatly reduced items as a marketing tool for their organization. A good option is to assign a team member to network and see what connections church members may have with food organizations. Have this person call the businesses and ask for donations of needed items. Any donated items will free up budget monies for other things.

Co-Planning with the Commitment Day Coordinator

Coordinate with the Commitment Day Coordinator to begin planning the overlapping details of the Children's and Commitment Day Events. Because these two events occur at the same time, communication must be clear. Schedule regular meetings or check-ups with your teams to coordinate all the details and to encourage communication amongst the teams and volunteers.

WORKSHEET A – CHILDREN’S EVENT

Commitment Event

When: _____ Time: _____ Where: _____

Distance from Commitment Event to Children’s Event: _____

Hosts and Hostesses needed at event (time):

Contact phone number(s):

Children’s Event

When: _____ Time: _____ Where: _____

Age groups represented: _____

Last pick-up (time): _____

Contact phone number(s):

Complete this worksheet and give a copy to the Program Manager, Commitment Day Coordinator, Events Team Leader, Education Team Leader and your Assistants.

WORKSHEET B – CHILDREN’S EVENT

Activities

Activity	Number of Children	Number of Supervisors	Materials

Entertainment

Entertainment Act	Name	Phone	Duration

Give these details to the Program Manager, Education Team Leader and your Assistants.

WORKSHEET C – CHILDREN'S EVENT BUDGET WORKSHEET

Item	Cost
Festival Supplies	
Awards	
Event	
Retainer Fee	
Final Payment	
Food	
Equipment	
Materials	
Decorations	
Entertainment	

Give copies of this completed form to your Education Team Leader, Senior Pastor and your Assistants.

WORKSHEET D – CHILDREN’S EVENT

Position	Name	Phone
Children’s Stewardship Coordinator		
Children’s Activity Assistants		
Children’s Event Assistants		
Commitment Day Coordinator		
Program Manager		

Commitment Event

When: _____ Time: _____ Where: _____

Distance from Commitment Event to Children’s Event:

Hosts and Hostesses needed at event (time):

Contact phone number(s):

Children’s Event

When: _____ Time: _____ Where: _____

Age groups represented: _____

Last pick-up (time): _____

Contact phone number(s):

Complete this worksheet and give a copy to the Program Manager, Education Team Leader and your Assistants.

WORKSHEET E – CHILDREN’S EVENT

Activity	Children Involved	Time	Site	Supervisor

Complete this worksheet and give copies to the Program Manager, Education Team Leader and your Assistants.

Prepare Children's Event Information Worksheet for Program Manager

WORKSHEET – CHILDREN'S EVENT INFORMATION SHEET

When: _____

Times: _____

Where: _____

Directions to site:

Age groups involved:

Plans for snacks/meals:

Caregivers (Who? How many?):

Activities planned:

When should emergency forms be given to parents?

When can Hosts and Hostesses bring their children?

Complete this worksheet and give a copy to the Program Manager, Commitment Day Coordinator, Events Team Leader, Education Team Leader and your Assistants.

Send Thank You Letters to Children's Activities Volunteers

Be sure to mail thank you letters to those who volunteered during the children's activities.