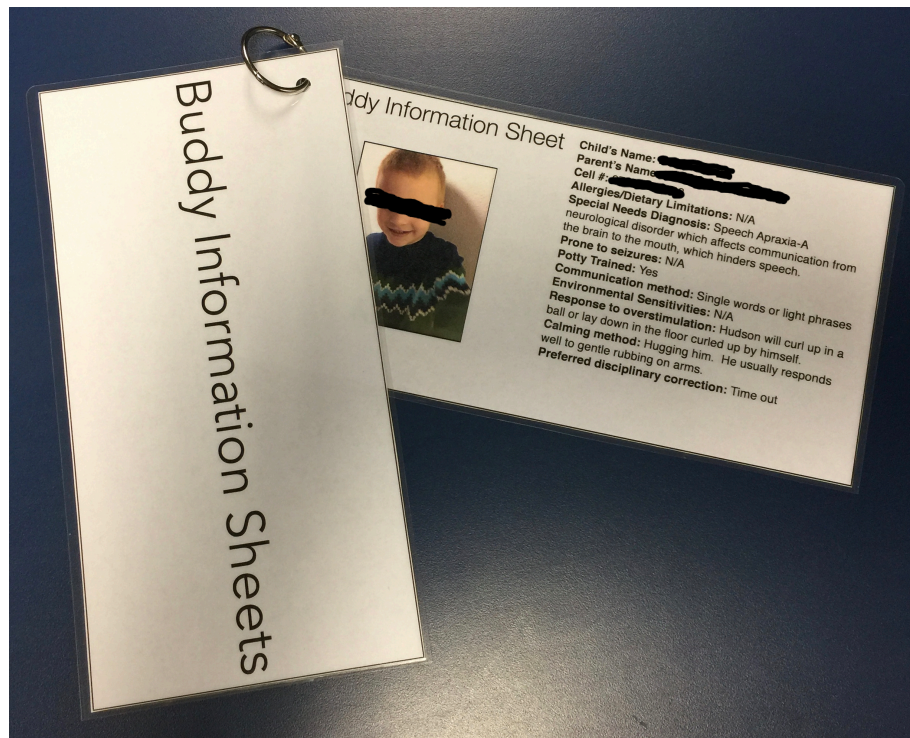


# KIDS MINISTRY BUDDY PROGRAM START-UP KIT

1. Send out video that portrays the heart of the program to all the teachers (refer to Heart of Program video provided). This may stir someone's heart to step up and lead this program. If not, keep praying for God to show you who that person is. He will provide.
2. Visit each age group and calculate the number of children in each group that you think would benefit from the program.
3. After you have calculated the number of children in your kid's ministry that might be eligible for the Buddy Program you will then need to have a conversation with the parents of each child (refer to Engaging with Parents video provided). It is likely that they will reveal during the conversation if the child has a special needs diagnosis. If they agree that the program is a good fit for their child you can give them a Buddy Information Form to fill out and return to you as soon as possible. At this time, you can also tell them that you would like a picture of their child for the Buddy Information Sheet that will be in their classroom (you can either have them send you a picture via email or take a picture on your phone).
4. Once you have received the form back from the parents, fill out and laminate a Buddy Information Sheet (see picture) and place it in the appropriate classroom. These forms will help your buddies know how to approach each of the children that are in your Buddy Program.
5. Purchase containers and fidgets for your Buddy Kits (see pictures), and purchase small whiteboards to place in the classrooms (see picture).
6. Recruiting: Start reaching out to people you feel may have a heart to serve on this team (refer to Recruitment video provided). Include the Buddy Program in Step 4 of your Next Steps process also. You will need to interview and background check each person that would like to be involved in this program.
7. Train each buddy on how to check-in at each classroom on the whiteboard. Also teach them how to handle the children and how to be attentive to their needs without pulling them away from the classroom or current activity unless absolutely needed. A calming room where the Buddy and the child can go to let the child decompress would be a good addition to this program.
8. You will need to add a position to your PCO schedule that is simply titled "Kids Ministry Buddy". You will then be able to start scheduling your buddies.

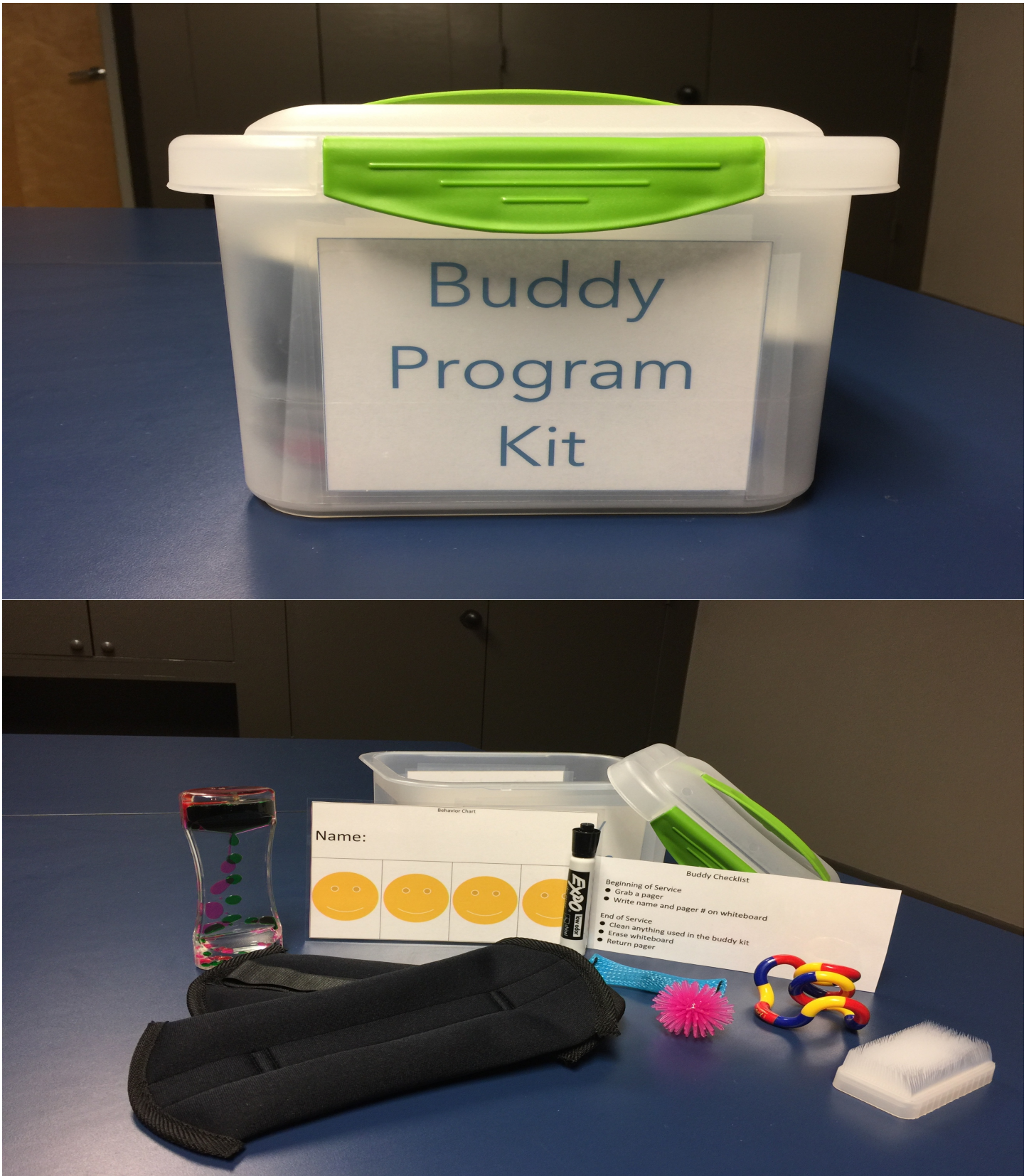
# BUDDY INFORMATION SHEETS



\*Please make sure to place a cover sheet on the front of your Buddy Information Sheets to protect the privacy of the children in the program.



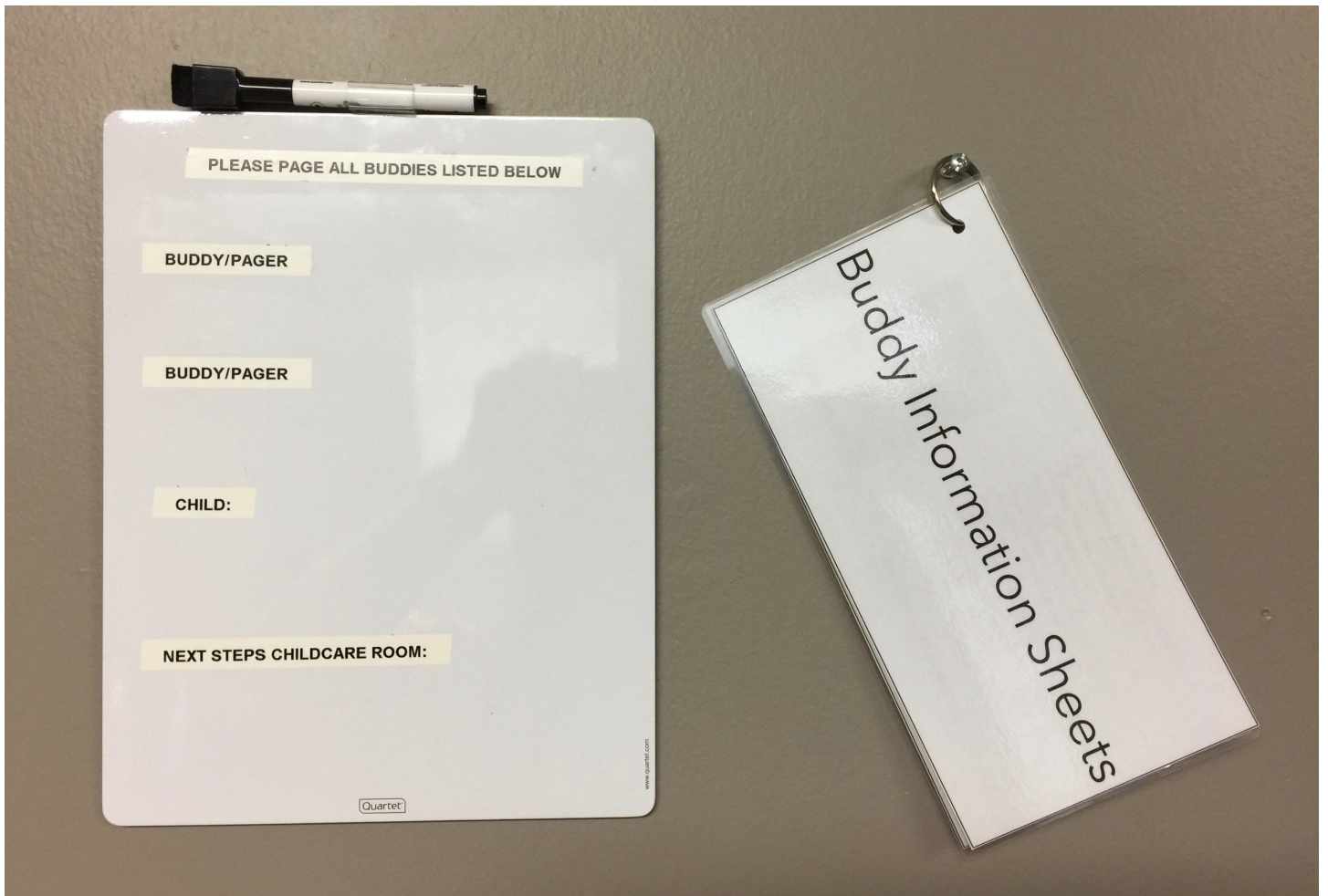
# BUDDY PROGRAM KIT



\*You can build a kit like this for approx. \$25.00. It is a great tool for your buddies.



# CHECK-IN WHITEBOARDS



\*Place these close to the entrance of the room so that they are quickly visible to both the teacher and the buddy.