

KIDS MINISTRY CHECKLIST

PRE-SERVICE CHECKLIST

- Set up check-in stations for service
- Confirm kid's areas are clean, vacuumed, and chairs are straightened.
- Start curriculum equipment/computers, confirm they are working and ready for class.
- Label sticks and stickers for the Big's class.
- Set out curriculum supplies (Point balls, games, Toys, Teacher Information sheets, coloring pages or craft supplies, etc.)
- Confirm that the diaper changing areas are clean and well-stocked - Wipes, diapers, Clorox wipes, gloves, etc.
- Confirm that high-chairs are clean – tray and seat are clean with no debris
- Confirm that temperatures are correctly set for the classrooms
- Lock and secure all "No Go Zones"
- Confirm that the kid's restrooms are clean and secured.
- Snacks/refreshments and drinks are available
- Play music in the classrooms to create a welcome atmosphere for kids
- Make any final preparations for the Kids Grow Team huddle – Pray for kids and Grow team

POST-SERVICE CHECKLIST

- Check the Diaper Genies and empty them if they are more than halfway full.
- Count offering & put in a labeled envelope and turn into the appropriate person. (Note: 2 people must count and be with the offering until it is turned in.)
- Put used attendance sheets into the trash.
- Empty all classroom trashcans.
- Confirm that all electronics have been shut down, Macs have been restarted and left on to download curriculum.
- Confirm that all toys have been sprayed with Lysol (give special attention to nursery toys)
- Adjust the thermostat to the "away" temperature
- Secure and plug in check in iPads/Tablets
- Clean any "sippy" cups used in class.

MONTHLY DUTIES

- Inventory all consumable supplies in the kid's ministry (diapers, snacks, crayons, cleaning supplies etc.). Always keep an extra month's supply on hand so there is no chance of running out.
- Inventory check-in printer paper – always keep at least a 2-month supply on hand.
- Buy and stock supplies.
- Pull curriculum from Dropbox and put into Pro Presenter Due: Last week of the month for next month.
- Print curriculum materials (picture passes, small group guides, story cards, coloring pages, etc.) Due: one week before the first service of the next month.
- Schedule Teachers in PCO for next Month Due: 3rd week of the month for next Month.
- Confirm everyone has accepted or declined for the month Due: Last week of the month for next month
- Fill any open spots. Due: asap (The earlier the better)
- Print out miscellaneous documents. (Attendance Sheets, Accident/Injury Forms, etc.)

QUARTERLY DUTIES

- Toys & Games: Inspect, clean and replace if needed. Due: once a quarter.

OTHER REGULAR DUTIES

Recruiting*On-boarding new volunteers*Confirm that fire, active shooter, tornado, escape plans exist, and your teachers know them*Does your kid's area look excellent – well decorated, in good repair, welcoming? *Do your teachers feel appreciated? *Special events*