

KID'S MINISTRY LAUNCH CHECKLIST

This checklist is designed to make launching a new kid's ministry a little easier. For questions or coaching, please contact us at kids@vl.church

BEFORE YOU BEGIN:

RECRUIT A KID'S LEAD TEAM

- Leading a kid's ministry well requires a team. Assigning one person to oversee the entire kid's ministry is a short term band-aid. If you want a thriving healthy and influential kid's ministry, then you need a Kid's Lead Team. "If you want to go fast, go alone, if you want to go far, take a team".
 - This resource is available at [lead.vl.church kid's> kid's ministry leaders> Volunteer Management> Starting and Leading a Student Ministry Lead Team](#)
- Here is a Kid's Ministry Checklist to keep track of every duty required to lead a Kid's Ministry. I encourage you to divide this list up amongst a Kid's Lead team as soon as possible.
 - This resource is available at [lead.vl.church kid's> kid's ministry leaders> Checklists & Workflows> Comprehensive Kid's Ministry Checklist](#)

THOROUGHLY REVIEW THE MINOR PROTECTION POLICY

- Compliance with the Minor Protection Policy is mandatory. It exists for two reasons: 1) To ensure that minors under our care remain safe. 2) To ensure that Victory Life Church is protected from litigation due to any negligence on our part in protecting Minors.
- This resource is available at [lead.vl.church kid's> kid's ministry leaders> policies and procedures> Minor Protection Policy](#)

VOLUNTEER ONBOARDING

DOWNLOAD A "NEW VOLUNTEER PACKET FOR KID'S MINISTRY LEADERS" FOR EVERY NEW VOLUNTEER.

COMPLETE "CHECKLIST A" AND "CHECKLIST B" FOR EVERY NEW VOLUNTEER.

- The "New Volunteer Packet for Kid's Ministry Leaders" contains two checklists that walk you through every step in onboarding a new volunteer from an application for adults or minors serving with kid's, to background checks, to orientation for new teachers. Every new volunteer must go through this process to remain in compliance with the minor protection policy.
- This resource is available at [lead.vl.church kid's> kid's ministry leaders> Volunteer Management> New Volunteer Packet for Kid's Ministry Leaders](#)

CLASSROOM SETUP

DECIDE HOW THE AGES WILL BE SEPARATED.

- There is no one size fits all age separation. Every campus has its own age division based upon available space and the average number of kid's. In an ideal situation, there would be one class per age, but this is rarely possible. When separating kid's into age groups, some factors to consider are:
 - Size – we don't want six-year-olds stepping on six-month-olds.
 - Mental development – a two-year-old and a seven-year-old are not going to be able to use the same curriculum.
- The most common separation of ages at Victory Life are:
 - "Littles"- 0-1, 2-3, 4-5
 - "Big's"- 6-11

SET UP CLASSROOM FURNITURE. There is variation in set up from campus to campus depending on space and resources. Below is a minimum set up.

- **0-1 year olds**
 - Highchairs
 - A playpen or pack and play
 - A few chairs for teachers (no traditional rockers. Gliding rockers must have the spokes on the sides covered to avoid pinching or cutting)
 - A changing station. This can be a standalone unit or a changing cushion on a flat surface.
 - Toys – easily sanitize-able toys, nothing with fur or hair.
 - A split door for the room or a baby gate with a pass-through door built-in. Approx. \$40
- **2-5 year olds**
 - Mac computer, a small monitor, and a connected TV (usually 40-60") for curriculum. Possibly a soundbar or sound system depending on room size.
 - A kid's size rectangle table and chairs to eat snacks, watch the video lesson, object lessons, etc.
 - Toys – easily sanitize-able toys, nothing with fur or hair. If space is available, riding toys and indoor playground equipment is ideal.
 - Avoid small toys like play food, Legos big or small, etc. At this age kid's enjoy spilling and spreading these kinds of toys creating unnecessary clutter and cleanup. Stick to larger toys like 12" action figures, dolls, balls, large cars, toy vacuums, etc.
 - Sealable boxes for toys. When it is time to start the lesson, toys need to be out of sight and out of mind.
 - Stickers – these are a cheap and very motivational tool for the littles. Use them to enforce or encourage good behavior!
 - Snacks – water and goldfish crackers are always a winner.



- The curriculum for the littles will require some printing every month, so a color printer is needed.
- A split door for the room or a baby gate with a pass-through door built-in. Approx. \$40

- **6-11year olds**

- Mac computer, a small monitor, and a connected TV (usually 40-60") for curriculum. A soundbar (or sound system depending on room size)
- Adult size folding chairs arranged auditorium style separated into two even groups – one for the red team and one for the blue.



- Toys for the back of the room – stuff they can play with before and after class – Legos, Connect four game, Hot Wheels, Jenga, etc.

- Curriculum Supplies
 - 50-100 Point balls – the kind in a ball pit – thin plastic, soft, hollow. Approx. \$20 from Amazon
 - Two small baskets for point balls – one red and one blue (can be spray painted or taped with red or blue tape)
 - Popsicle Sticks and Red and Blue Stickers See this document for details: [lead.vl.church kid's> kid's ministry leaders> Checklists & Workflows> Stick and Sticker System Tutorial](#)
 - Prizes – Each service you will give a prize to a kid on the winning team – basically one winner for every ten kid's on a team. Put these prizes in a chest or box. Prizes can include – dollar store toys or standard size candy bars (they LOVE Kit-Kat bars!)

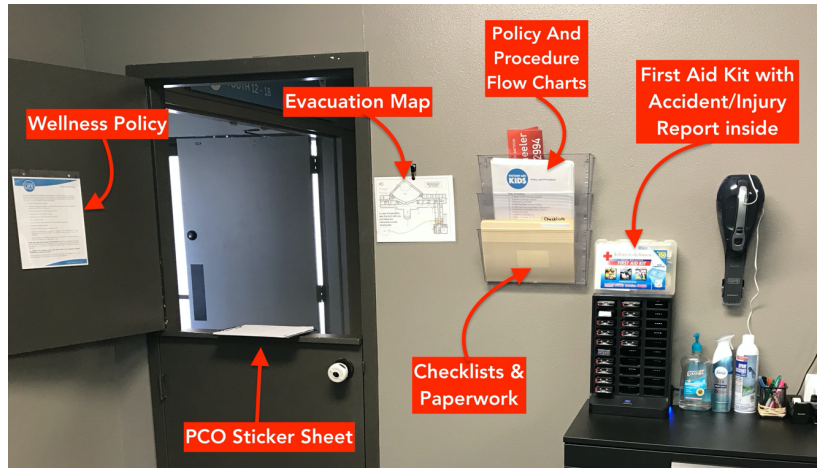
- **Media**

- All Classrooms for ages 2-11 that have a Mac for curriculum will need to be set up to receive curriculum and play it with ProPresenter. This workflow will walk you through, step by step, setting up your Mac as a service production computer and syncing curriculum bundles to the Mac via Dropbox. If you have any issues making this work, please contact kid's@vl.church.
 - This resource is available at [lead.vl.church kid's> kid's ministry leaders> Checklists & Workflows> Curriculum Mac Set Up](#)
- You will need to submit a ticket with IT to have your Mac set up with ProPresenter. You can do that at support.vl.church

□ ADD PAPERWORK TO THE CLASSROOMS.

○ PCO Sticker Sheet

- When a child is entering a classroom, the teacher should receive the extra sticker printed out by the check-in system from the child's parent. That sticker should be attached to this form. This sticker sheet gives the teacher an accurate roster of how many children they have, their names, and parent's phone numbers - very useful in case of an emergency or evacuation!



- Print a stack of these, place them on a clipboard and keep them at the door of the classroom
- This resource is available at [lead.vl.church kid's> kid's ministry leaders> Forms> PCO Sticker Sheet](#)

○ Accident/Injury Form

- It is essential that both parents and kid's ministry leaders are aware of any injuries that take place while children are under our care. Clear communication can solve a world of problems BEFORE they happen! This form should be completed any time a child is injured during a church service or event while under our care.
- This resource is available at [lead.vl.church kid's> kid's ministry leaders> Forms> Accident/Injury Form](#)

○ Wellness Policy

- This policy must be posted at the classroom door to help teachers and parents determine when a child is too sick to come to class.
- This resource is available at [lead.vl.church kid's> kid's ministry leaders> Forms> Wellness Policy](#)

○ Teacher Checklists

- Checklists are a huge help for the teachers when it comes to managing their class and can significantly increase the level of excellence and teacher satisfaction within your children's ministry. This checklist is to be completed by the teacher before and after class. This form can be modified for individual Victory Life Church campuses. Please email kid's@victorylifechurch.com if you need a modified form.
- This resource is available at [lead.vl.church kid's> kid's ministry leaders> Checklists & Workflows > Checklists](#)

- Policy and Procedure Flow Charts
 - This document contains flow charts walking through everything from seizures to diaper changing. This document is to be printed and posted in every Victory Life Church classroom so that the teachers have access to it at all times. It is recommended that teachers browse through this document so that they are somewhat familiar with it.
 - This resource is available at lead.vl.church kid's> kid's ministry leaders> Policy and Procedure> [Policy and Procedure Flow Charts](#)

- Classroom Discipline Procedure
 - The Classroom Discipline Poster can help you walk through behavior issues in the classroom. Watch this video, then print and post the flowchart on the wall in your Bigs classroom to help regain and keep control in your classroom. Please check out the accompanying training video
 - This resource is available at lead.vl.church kid's> kid's ministry leaders> Policy & Procedure> [Classroom Discipline Procedure](#)

- Behavior Notification Form
 - If you have a child in a classroom that refuses to abide by class rules, this form is the best tool in your toolbox, both as a deterrent for the child, (show them the form and let them know if they don't straighten up, you will be completing this form and giving it to their parents) and as a smooth way to make the parent aware of their child's behavior, without them feeling like they or their child is being attacked. This form can either be handed to the parent or used as a tool to start a conversation. Nine times out of 10, giving this form to a parent results in a drastic change in the child's future in-class behavior.
 - This resource is available at lead.vl.church kid's> kid's ministry leaders> Forms> [Behavior Notification Form](#)

TEACHER TRAINING

Well equipped teachers are effective teachers. Effective teachers get to see kid's transformed by Jesus. Poorly equipped teachers babysit.

There is a lot of good training available on the Leadership Website, and I would encourage you to point teachers to it regularly. When a teacher asks a question, or you see an area where they could use some additional training, send them the link to one of our training videos.

- Training videos for Big's teachers can be found at lead.vl.church kid's> [Teacher Training](#)
- Training videos for Littles teachers can be found at lead.vl.church kid's> [Teacher Training](#)
- Training videos for Nursery teachers can be found at lead.vl.church kid's> [Teacher Training](#)

COACHING

- Identify which leader should be coached
 - The Central Kid's Lead Team offers coaching to the Kid's Director/Pastor/Leader at every Victory Life Campus. The Purpose of these coaching calls is to be a relational resource, to develop and maintain relationship, and to help the local leader think through issues they may be having.
- Discuss coaching with the local kid's Ministry leader
- Pass the local leader's contact information on to kids@vl.church