



JAN	FEB	MAR	APR
MAY	JUN	JULY	AUG
SEP	OCT	NOV	DEC



So.. how do you use this planner?

1. Print it out. There are two options: the first is a coloured version and the second page is better for those who prefer grey-scale.
2. Print one sheet for each week in February.. You can hole punch it and use it in a binder or slip it in a folder.
3. Use it daily. Tasks that do not apply to you can be crossed off immediately. Add any tasks that are not listed.
4. Read through the notes below that relate to some of the tasks
5. Personal Bible study time is not included since this will be part of your personal planner/diary.
6. Delegate. Whenever possible include others in these tasks to share the load and also to develop their skills and abilities.

Further information about some of these tasks...

- File visuals and resources. Quality materials and resources are included in most curriculums and programs. These often wind up damaged and forgotten in storage cupboards or boxes. Develop an ongoing file of these Bible lessons materials that can be easily found and used later. I use a filing cabinet and store the materials according to Bible reference and story but any system is fine as long as you organise it.
- Email reminders and lesson content to leaders and volunteers. If you use an automated system like VolunteerSpot, this happens automatically. It may be worthwhile to consider using a similar system.
- Time is allocated during the week for connecting with your volunteers or leaders. You may use this time to email someone, meet them for coffee or connect with your ministry network.
- Order craft supplies. It is helpful and more time-efficient to review and purchase all your term craft needs or order them online.
- Restock supply cupboard. Actually, we use craft trolleys/carts for regular equipment and supplies. Each group or department has their own cart with sufficient equipment for the group size: scissors, glues, tape, pencils etc. Each leader grabs their cart before each lesson confident that everything needed to complete the project will be in their cart. The carts are wheeled back to the storage area to clear the rooms following the lesson.
- A monthly focus is also included on the planner and ideas and suggestions for this can be found on the New Chapter Pinterest boards or on the website. Suggestions for volunteers gifts can also be found on the New Chapter Pinterest boards.



Week commencing:			
JAN	FEB	MAR	APR
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BIG 5 TASK LIST

- 1.
- 2.
- 3.
- 4.
- 5.

PRAYER NEEDS

Kids and their families, volunteers

TASKS

- Monday**
- Review Sunday's attendance
 - Note those absent for more than 3 weeks & send 'Missed you' note + any flyers. Also send birthday cards, and visitor follow-ups.
 - Add photos of lessons & crafts to Facebook & Pinterest
 - File Sunday's visuals & resources

- Tuesday**
- Review next Sunday's lessons
 - Email reminders to leaders & volunteers
 - Buy any needed lesson resources

- Wednesday**
- Work on one monthly task
 - Send any birthday cards to volunteers
 - Connect with one of your team
 - Read & research ministry websites/blogs

- Thursday**
- Buy any needed lesson resources
 - Spend 30 mins on an upcoming event
 - Print bulletins/newsletters

- Friday**
- Print sign-in sheets or registration forms
 - Check & update supplies of visitor packs
 - Work on one monthly task

OTHER TO-DOs

REMEMBER: birthdays/anniversaries

PHONE CALLS TO MAKE

MONTHLY TASKS

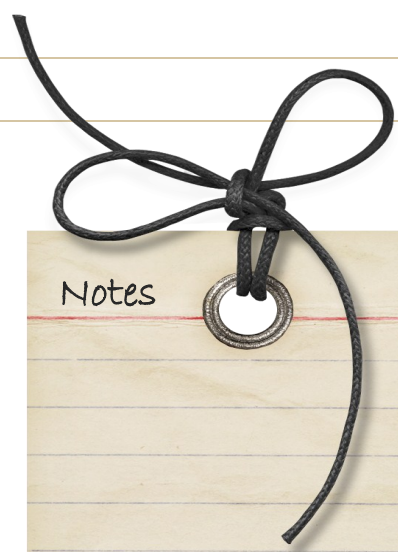
- Review next term's programs
- Work on promotional materials for programs & events
- Email training clips & materials
- Update website
- Prepare family newsletters
- Monthly focus**
-

QUARTERLY TASKS

- Order coming term's lessons
- Order needed craft supplies
- Organise training session
- Tidy & restock supply cupboard
- Order & prepare signage & decorations
- Prepare & distribute volunteer appreciation gifts
- Plan/prepare special events

APPOINTMENTS

TIME	EVENT



Notes

Children's Ministry
WEEKLY PLANNER



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APPOINTMENTS

TIME	EVENT

Wednesday

- Work on one monthly task
- Send any birthday cards to volunteers
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QUARTERLY TASKS

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