



# Worksheets & Checklists

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## GOAL WORKSHEET

What is your church's goal for family ministry?

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Who are the people who decide the direction for family ministry?

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Name three things you hope your preteen ministry will accomplish:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Write down three initial ideas for how you will do that.  
*(Don't worry, it's okay if they change along the way. You just need to get started thinking about how you'll accomplish your goals for ministry to preteens.)*

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

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## ENVIRONMENT WORKSHEET:

Preteen grade range:

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Approximate number of kids:

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Ideal room options:

1. 

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2. 

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Room design ideas:

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Pinterest board:

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Stage design ideas:

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Pinterest board:

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Tech needs:

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Walk-in playlist ideas:

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Spotify account:

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Ways kids can personalize the environment:

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Who can help design and build the environment:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_



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## VOLUNTEER RECRUITMENT WORKSHEET

Possible Hosts:

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Possible Communicators:

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Training ideas for Hosts and Communicators:

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Possible Worship Leaders:

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Training Ideas for Worship Leaders:

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Potential Small Group Coaches (People who can lead Small Group Leaders):

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Possible Small Group Leaders:

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## PROGRAMMING WORKSHEET

Curriculum options that incorporate Large Group and Small Group environments:

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How can we highlight the importance of questions in our preteen environment?

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Stage games to play with kids:

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Songs kids enjoy singing:

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Ways we can help promote Small Group relationships:

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Team building ideas for small groups:

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Possible small group events outside of Sunday:

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## HOME WORKSHEET

Social Media to connect with parents:

Facebook group:

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Instagram account:

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Text Message App:

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Ideas for using social media to connect with parents:

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Training ideas for parents:

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YouVersion reading plans for families:

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Devotionals for kids:

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Incentives for kids to build faith skills:

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## PLANNING CHECKLIST

- Initial conversation
  - Schedule meeting
  - Meeting Date:
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- Homework to gather details of preteen ministry strategy for your church
  - Collect stories from kids and families who would benefit from this ministry
  - List out your needs:
    - Environment
    - Technology
    - Resources
    - Staffing
  - Formulate your budget based on what you'll need (see Budget Worksheet on the next page)
  - Create a presentation (formal or informal based on the sort of meeting that is scheduled)
    - Keynote or PowerPoint
    - Handouts for leadership

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## BUDGET WORKSHEET

**Environment Updates:** What will we need to do to the physical environment to make it ready for the preteen ministry?

- Paint for walls, or to create a chalkboard wall
- Carpet or flooring
- Carpet circles for Small Groups to sit on
- Furniture such as chairs, tables, couches, bookcases
- Decorations for the walls
- Games and activities for kids to play while they're hanging out
- Stage construction or updating
- Room lighting
- Optional construction of a featured wall or item in your preteen environment such as a rockwall

**Technology:** Does any of the audio/visual equipment need to be updated or purchased new?

- Sound equipment such as a sound board, microphones, speakers, speaker towers
- Visual equipment such as TVs, projectors, screens, TV stands or mounting brackets
- Computer to run presentations or play videos, connect to the internet for music or YouTube videos
- Computer presentation software for slides and videos
- Optional video game consoles, controllers, and games for kids to play as they're hanging out
- Technology for check-in
- Optional stage lighting and a lightboard to operate the stage lights

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**Resources:** Will the preteen ministry require extra supplies for Large Group and Small Group?

- Bibles
- Paper, pens, pencils, markers, glue sticks, etc.
- Clipboards to use as a flat surface for writing
- Whiteboards, dry erase markers, and dry eraser
- Tissues
- Props and/or costumes for Communicator
- Miscellaneous supplies for Host-led games
- Optional snack budget if you decide to offer snacks

**Staffing:** As the ministry grows, think through the roles you'll need to fill with staff or volunteers.

- **Preteen Ministry Director:** Leads the team of staff and volunteers throughout the preteen ministry. Casts vision and sets direction for the preteen ministry and ensures that the environment is accomplishing the goals for the ministry.
- **Small Group Director:** Recruits, trains, and organizes Small Group Coaches and Leaders. Help coordinate Small Group curriculum and organize kids into Small Groups.
- **Large Group Director:** Recruits, trains, and schedules Hosts and Communicators. Coordinates the Large Group curriculum and produces the weekend Large Group experiences, making sure that all the presentations, props, and supplies are ready to go for each service.

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## PREPARING CHECKLIST

Talk with influencers and champions:

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Parent communications:

- Email
- Facebook post
- Schedule meetings
- Create presentations for meetings
- Hold meetings
- Gather feedback and answer questions

Volunteers

Recruitment Sundays:

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- Schedule volunteer interviews
- Complete volunteer interviews
- Follow up with volunteers
- Place them in roles



Kids:

- Write Sunday announcements
- Schedule Sunday announcements in kids' ministry
- Create invitations
- Send invitations

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## LAUNCH CHECKLIST

Launch date:

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Open house date(s):

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Environment:

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Project manager:

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Volunteers:

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Work days:

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Volunteer training:

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Training dates:

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Training topics:

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Small Group Leaders:

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Hosts and Communicators:

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Worship Leaders:

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Tech operators:

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Welcome team:

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Logistics:

- Update attendance software
- Place kids into Small Groups
- Publish rosters for Small Group Leaders
- Create postcards for kids
- Small Group Leaders write postcards
- Send postcards from the church

Run-through date:

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