



Planning for Dwell

Advanced planning makes any job easier, which is why we've included this handy checklist. It will help you keep track of key responsibilities as you coordinate DWELL for your church.

Note: starred items indicate tasks that should be finished one month before the start of your children's ministry season.

Coordinators' Checklist

- * ___ Develop or update your children's ministry or church education goals to reflect both the church's vision statement and DWELL curriculum goals.
- * ___ Select your starting date, ending date, vacation Sundays, and dates for special programs like Christmas and Easter.
- * ___ Estimate the number of children and young teens you expect to participate.
- * ___ Estimate the how much DWELL material you'll need for each level.
- * ___ Decide how many God's Big Story sets you'll need for families with children in grades K-5 (one per family).
- * ___ Decide on the budget for curriculum, supplies, leader enrichment, and other needs.
- * ___ Order your DWELL materials four weeks before the beginning of each new unit, or place a standing order in the fall.
- ___ Develop a system for getting new DWELL materials into the hands of leaders, and plan a filing system for DWELL materials that can be reused.
- ___ Take inventory of supplies and restock as needed. Each room should have Bibles, scissors, glue, markers, crayons, a board or newsprint, and a CD player or MP3 player.
- ___ Develop a roster of leaders and children in each group.
- ___ Develop evaluation forms to be completed by older children, leaders, and parents halfway through the first year and at the end.

Planning for Leaders

- * ___ Pray for God to call DWELL leaders who have a passion for Christ and a love for children.
- * ___ Decide how leaders will participate. Will a single leader be assigned to a group, or will a team of two or three leaders share leadership responsibilities?
- * ___ Estimate the number of leaders needed. A ratio of one leader to every six to eight children is ideal for interaction and sharing.
- * ___ Prepare a brief job description for each leadership role (see *Dwell Planning Guide*, pages 9-10).
- * ___ Make a list of potential leaders based on criteria on page 9, and approach each one personally (see *Dwell Planning Guide*, pages 9-10).
- * ___ Follow your church's abuse prevention policy for screening potential leaders.
- * ___ Plan a kickoff leaders' meeting to orient your leaders to DWELL and prepare them for the upcoming season. Visit www.DwellCurriculum.org for ideas and ongoing support.
- * ___ Offer your leaders some basic guidelines on discipline.

- * ___ Provide leaders with a folder that includes a list of the children in their group (if available), the location of their meeting space, information on supplies, a copy of the schedule, dates for leaders' meetings, emergency procedures for severe weather or fire, your church's abuse prevention policy, information about substitutes, attendance records, your expectations for memory work, and any other details you'd like to communicate.
- * ___ Work with your pastor or worship team to plan a commissioning service to kick off the new season. See *Dwell Planning Guide*, pages 30-31 for ideas.

Planning for Families

- ___ Plan an event during which you can get families excited about what their child will be learning in DWELL, introduce and give them their God's Big Story set (you'll want to demonstrate a few rounds together too!), and share the Dive devotional for middle schoolers. Prepare an invitation to the DWELL event.
- ___ Publicize the date for beginning of DWELL and set up a place in your church to register kids.
- ___ Promote DWELL often in your church newsletter or bulletin and plan ways to invite visitors and members of the community to participate.