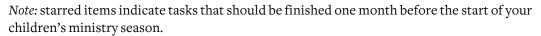
# Planning for Dwell

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.



### **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 <a href="www.DwellCurriculum.org">www.DwellCurriculum.org</a> 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 the | ir cl | nild wil | l be |
|--|-------|----------|------|
| learning in DWELL, introduce and give them their God's Big Story set ( | (you  | ı'll wan | t to |
| demonstrate a few rounds together too!), and share the Dive devotiona  | al fo | r middl  | e    |
| 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.