Date Events & Tasks

**JANUARY List January events here**

* The Children’s Ministry Major Event Calendar for the year has been updated.
* The following forms have been updated: covenants, medical forms, medication release form, liability forms.
* This month’s children’s ministry expenses have been tallied by creating a list of all expenses, which event or program they were for, what was actually purchased/paid for, and how much was spent.
* The coordinators for the summer events have been met with to go over details of the event and give out the notebooks for those events.
* Updated curriculum has been checked online, printed when available, and distributed to teachers at minimum of 2 weeks in advance of when lessons are needed.

**FEBRUARY List February events here**

* Volunteer recruiting season has opened.
* Volunteer job descriptions have been reviewed and any necessary changes have been made.
* Recruiting Template (ABC list) has been completed.
* All volunteer needs have been identified in the children’s ministry
* Current volunteers have been contacted to determine whether they would like to serve again in the coming year.
* Names of prospective volunteers have been added into the volunteer recruitment template, with at least one potential leader’s name placed by every option position.
* All details for the April’s events have been finalized.
* Leadership training meetings for volunteers for the coming year have been calendared.
* This month’s children’s ministry expenses have been tallied by creating a list of all expenses, which event or program they were for, what was actually purchased/paid for, and how much was spent.
* The Children’s Ministry Manual has been reviewed and any documents have been updated.

**MARCH List March events here**

* The committee/team for Promotion Sunday has been recruited.
* Planning for the May events has started & promotion has begun.
* This month’s children’s ministry expenses have been tallied by creating a list of all expenses, which event or program they were for, what was actually purchased/paid for, and how much was spent.
* The coordinator for VBS has been met with to go over details of the event and give out the notebook for that event.
* Updated curriculum online has been checked, printed when available, and distributed to teachers at minimum of 2 weeks in advance of when lessons are needed.
* An article has been written about a successful children’s event for the church newsletter.

**APRIL List April events here**

* Plans have begun for Promotion Sunday as well as volunteer training meetings.
* All special event coordinators have been recruited for the upcoming year (i.e., in April 2020, for fall 2020–summer 2021).
* Plans and lessons for Summer Sunday School have begun.
* This month’s children’s ministry expenses have been tallied by creating a list of all expenses, which event or program they were for, what was actually purchased/paid for, and how much was spent.
* Plans have begun for the June events and promotion has begun.
* A check-in meeting with this year’s summer events coordinators has taken place to see how plans are coming along and wrap up any danglers.

**MAY List May events here**

* Summer event details have been finalized.
* A volunteer thank-you event has taken place.
* Plans and lessons for this year’s Summer Sunday School have been finalized.
* This month’s children’s ministry expenses have been tallied by creating a list of all expenses, which event or program they were for, what was actually purchased/paid for, and how much was spent.
* An article about the summer’s events has been written for the church’s newsletter.
* Plans have begun for the July events and promotion has begun.
* The Children’s Ministry Manual has been reviewed and any documents have been updated.
* Updated curriculum has been checked online, printed when available, and distributed to teachers at minimum of 2 weeks in advance of when lessons are needed.

**JUNE List June events here**

* All curriculum resources for the coming year have been selected.
* Research and choosing of resources.
* The creation of a schedule for Sunday school.
* Processes have been established for collecting updated contact information for children and their families.
* Recruiting of all volunteers playing hands-on roles in the children’s ministry has been completed.
* This month’s children’s ministry expenses have been tallied by creating a list of all expenses, which event or program they were for, what was actually purchased/paid for, and how much was spent.
* Plans have begun for the August events and promotion has begun.
* The VBS coordinator has been met with to go over final details of the event.

**JULY List July events here**

* Calls and emails have been sent to begin the children’s ministry database updating process.
* Participation goals for the upcoming year (i.e., in July 2020, for fall 2020–summer 2021) have been set and processes have been put in place to achieve them.
* The Promotion Sunday packet has been complete with all forms, calendars, notices, etc.
* This month’s children’s ministry expenses have been tallied by creating a list of all expenses, which event or program they were for, what was actually purchased/paid for, and how much was spent.
* Plans have begun for the September events and promotion has begun.
* Any details for Promotion Sunday have been wrapped up.
* Updated curriculum has been checked online, printed when available, and distributed to teachers at minimum of 2 weeks in advance of when lessons are needed.

**AUGUST List August events here**

* Promotion Sunday has taken place and Sunday school has begun.
* A volunteer training has taken place (orientation, CPR/First aid).
* The data for children and their families for the upcoming year’s children’s ministry directory has been updated and directories have been distributed.
* The Children’s Ministry Manual has been reviewed and any documents have been updated.
* This month’s children’s ministry expenses have been tallied by creating a list of all expenses, which event or program they were for, what was actually purchased/paid for, and how much was spent.
* Plans have begun for the Christmas events.
* Plans have begun for the October events and promotion has begun.
* Parent Interest Survey has been updated and distributed to parents.

**SEPTEMBER List September events here**

* This month’s children’s ministry expenses have been tallied by creating a list of all expenses, which event or program they were for, what was actually purchased/paid for, and how much was spent.
* The year’s expenses have been tallied, noting where spending was over or under budget. That information has been kept for next year’s budget process.
* An article has been written about a successful children’s event this fall for the church newsletter.
* Plans have begun for the November events and promotion has begun.
* Updated curriculum has been checked online, printed when available, and distributed to teachers at minimum of 2 weeks in advance of when lessons are needed.
* Parent interest surveys have been collected and parents have been plugged into the program.

**OCTOBER List October events here**

* The children’s ministry budget has been complete and turned in to the appropriate person(s).
* This month’s children’s ministry expenses have been tallied by creating a list of all expenses, which event or program they were for, what was actually purchased/paid for, and how much was spent.
* Details have been finalized for the Christmas events.
* Promotion for the Christmas events and the informational meeting has begun.

**NOVEMBER List November events here**

* The children’s ministry MIA list has been reviewed with staff and follow-up calls have begun to be made.
* This month’s children’s ministry expenses have been tallied by creating a list of all expenses, which event or program they were for, what was actually purchased/paid for, and how much was spent.
* The spring event coordinators have been met with to begin planning.
* Updated curriculum has been checked online, printed when available, and distributed to teachers at minimum of 2 weeks in advance of when lessons are needed.
* Plans have begun for the January events and promotion has begun.

**DECEMBER List December events here**

* All major event notebooks for the events in the past year (i.e., in December 2020, for fall 2019–summer 2020) have been updated by the coordinators and collected.
* This month’s children’s ministry expenses have been tallied by creating a list of all expenses, which event or program they were for, what was actually purchased/paid for, and how much was spent.
* Plans for the upcoming summer (i.e., in December 2020, for summer 2021) have begun.
* Plans have begun for the February events and promotion has begun.
* An article has been written about a successful children’s event for the church newsletter.