WEEKLY CHECKLIST
FOR KIDS MINISTRY

Please use this checklist each week to fulfill your responsibilities as a kids ministry volunteer or leader.

PRIOR TO SERVING

- [ ] Know and follow kids ministry policies and procedures
- [ ] Study and prepare Bible study lesson according to assigned curriculum
- [ ] Pray for children and class or gathering time
- [ ] Arrive 15 minutes prior to class start time or gathering time
- [ ] Ensure room is clean, neat, and ready for children to begin arriving
- [ ] Verify supplies for Bible study lesson, activities, crafts, and snacks are ready
- [ ] Turn on music to greet children and parents

DURING CLASS TIME

- [ ] Greet and welcome children and parents
- [ ] Assist parents with check-in procedure, according to church policy
- [ ] Help children play with age-appropriate toys and games until class time begins
- [ ] Provide comfort to upset children
- [ ] Ensure class begins on time
- [ ] Teach Bible study lesson according to assigned curriculum
- [ ] Pray for and with children
- [ ] Lead activities and crafts that further teach and emphasize Bible study lesson
- [ ] Provide snacks and drinks to children
- [ ] Oversee restroom breaks and administer basic first aid, according to church policy
- [ ] Lead children to pick up toys and games as class or gathering time ends

AFTER CLASS TIME

- [ ] Remove trash and put away any remaining toys, games, or supplies
- [ ] Follow cleaning procedures, according to church policy
- [ ] Turn off lights and close room door as you exit
- [ ] Deliver any personal belongings discovered in the room to welcome center
- [ ] Check in with parents of absent children