



## How to Plan Major Children's Ministry Events

<http://ministry-to-children.com/major-events>

### Determine Your Purpose

- Who is the event for?
- What do you want to accomplish?

### Paint a picture

- Dream a little – brainstorm and be creative. Nothing is off limits at this stage.
- Prioritize
  - What is essential?
  - What can go without losing the flavor
  - What can go and no one will know the difference
- Identify limitations
  - Space, Money, Time, Resources
- How can you make your dream best come true with the resources you have?

### Build a team

- Get a right hand person
- Put a person over each piece
  - Registration, Advertising, Resources, Volunteers, Set-up/Décor/Tear Down
- Recruit volunteers
  - Small groups, Student ministry, Bulletin inserts, Mass emails with sign up form, Follow up!!

### Calendar

- Check church calendar
- Check community calendar
- Check school calendars
- Give yourself plenty of time to prep

### Budget

- What will it cost?
  - Make a list, Estimate high
- Do you have any?

- Church budget?, Charge?, Money makers?

### Communication

- Your purpose will help determine your advertising
- How much?
- What methods?
  - Handouts, Social media, Banners
  - Community resources, Personal invites

### Make lists

- Timelines
- Resources
- To-do lists

### Make it happen

- Work your lists
- Work with your people
- Aim to solve problems before they happen

### Wrap Up

- Evaluate
  - With your team, What worked, What needs to be different next time?, Write it down
- Appreciate
  - Your team, Your volunteers, Other staff, Your church
- Celebrate
  - What did God do?
  - How can you tell as many people as possible?

Watch more training like this online <http://ministry-to-children.com/category/training-workshops/>

Workshop created by Jenny Funderburke