

Chapter 7

ORGANIZING the CHILDREN'S MINISTRIES COMMITTEE



The *Church Manual* recommends that the Church Board helps to set up the Children's Ministries Committee after nominating an individual to serve as the Children's Ministries Coordinator. The coordinator will then work with the board to select other individuals to serve on this committee.

SELECTION OF COMMITTEE MEMBERS

The Children's Ministries coordinator begins to put this list together by taking the following steps:

- Select potential individuals for the Children's Ministries Committee. The committee will be comprised of:
 - Children's Ministries Coordinator (Chair)
 - Leaders of all the other children's entities
 - Others keenly interested and passionate for children's ministry
- The optimal number of committee members recommended is 5-10.
- Take the names of selected committee members to the church board for approval.

RESPONSIBILITIES OF COMMITTEE

The committee has the following responsibilities:

- Adopt a short mission statement.

- Conduct a needs assessment of children in the church and community.
- Develop an overall plan.
- Plan a yearly calendar of programs for children.
- Coordinate the Children's Ministries calendar with other church departments.
- Develop a budget for planned programs.
- Share your plans and budget with the Board and request funding.
- Keep up-to-date records of children who participated in church-sponsored activities and file them with the church secretary.
- Resource and support program leaders.

CONDUCTING NEEDS ASSESSMENT SURVEY

It is extremely important to conduct a needs assessment survey of the families and their children in your church and community. The results will be used to assist the Children's Ministries Coordinator and the Committee in developing curriculum, organizing activities, training teachers, and setting goals. Develop a short survey form that church members and parents in your community can fill out in 3-5 minutes. The following sample can be used, but adaptation may be needed to include questions that are relevant to the families in the community.

Children's Ministries **NEEDS ASSESSMENT SURVEY**

In order to better serve you and your children, we have designed this survey. Please take a few moments to answer the following questions. The results of this survey will be used to assist us in organizing programs, developing resources, and setting goals for our overall ministry to children.

1. How many children do you have? _____

2. What are the ages of your children? _____

3. Do you have a child with special needs? YES NO Age: _____

4. What type of programs do you like us to organize for your children?

Check (✓) as many as they apply.

retreat

service project

prayer group

cooking

health fair

nature camp

crafts day/weekend

choir

puppet ministry

Bible quiz/game

picnic

preaching club

Other: _____

5. What type of programs would you like us to organize for parents?

6. If you had to choose 3 most needed programs, what would they be?

1) _____

2) _____

3) _____