

# TRAINING UP SERVANTS TO PLAN KIDS' MINISTRY EVENTS

"Let the word of Christ dwell in you richly, teaching and admonishing one another in all wisdom."

(Colossians 3:16)

**This workshop is designed to help with training servants to help lead and plan events for your Kids' Ministry. Training servants to plan and lead an event will require a person who has experience with planning and leading events.**



Events are a natural part of ministry for kids to learn about Jesus. These events can be anything from VBS, Camp, Christmas, Easter and anything in between.



**SO how do we make a plan for training servants to plan and lead an event?**



**1st: PRAY**

**Ask the Holy Spirit to lead your training leader and the servant being trained.**

# PLAN EARLY

**Choose a small team of key servants (Kids' Ministry leader, Event planner, Training leader, servant being trained, etc.) to determine a plan of action.**

ACTION PLAN

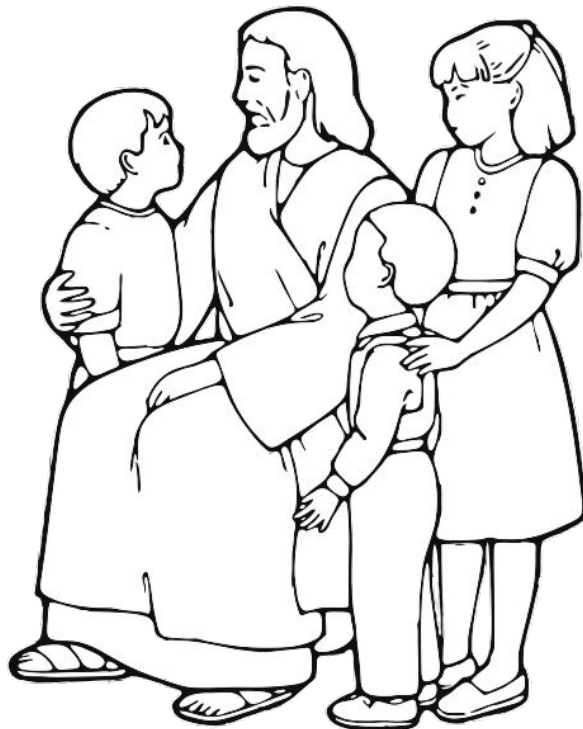




**THE WHY: why are we having the event?**

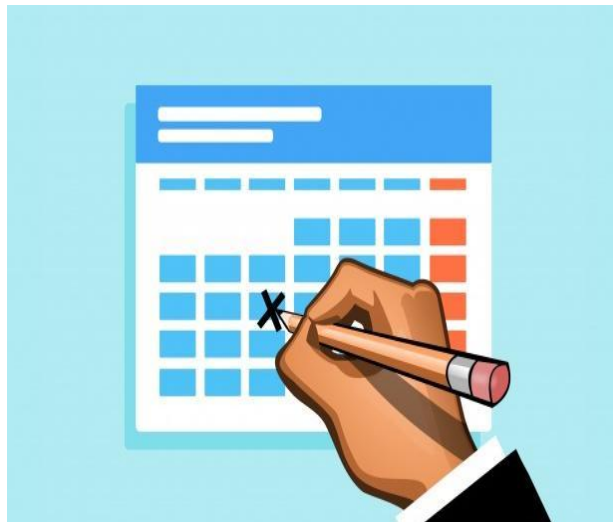
**What is our purpose? Help servant who is being trained how to decide why this event and what is the purpose of the event. Help servant choose a NAME, THEME and SCRIPTURE for the event.**

**PURPOSE: (To teach kids to follow Jesus)**



# CHOOSE A DATE FOR THE EVENT

Make sure you have cleared the church's calendar so there is no conflict with your event!



# CHOOSE WHERE THE EVENT WILL BE HELD

At church: inside or outside?

Off Campus: where?





# Determine who will be attending

All kids?

Infants-6th grade

Pre-K (3 and 4 year olds)

Primary (Grades K-3)

Upper grades (Grades 4-6)

Primary and Upper grades (K-6th grades)



# Create a timeline

**Begin planning 2-3 months in advance:  
Create flyers, posters, announcements to  
publicize event**



# **TIMELINE**

**6 weeks in advance:**

- Open online registration**
- Communicate tech needs**
- Begin recruiting volunteers**

**4 weeks in advance:**

- Finalize schedule**
- Continue making weekly announcements**
- Final draft of teaching (Utilize servants being Trained in all areas)**

**1 week in advance:**

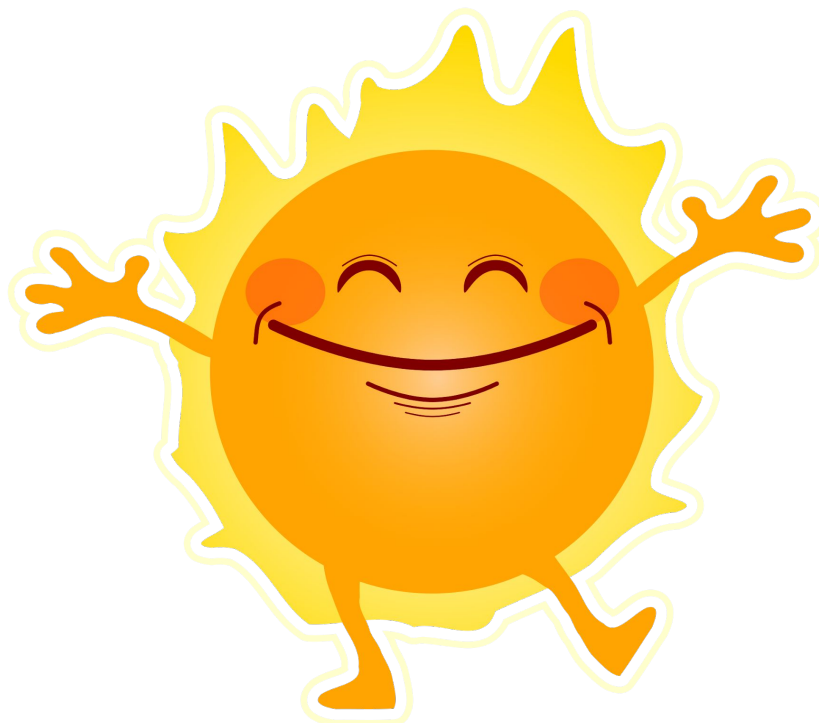
- Order any and all Supplies needed**
- Finalize volunteers**
- Finalize master agenda**

# WORKSHEET FOR PLANNING AN EVENT

[illegible]

EXAMPLE OF AN EVENT

SHINE





SHINE

THEME: LET YOUR LIGHT  
SHINE

SCRIPTURE: MATTHEW  
5:14-16

YOUTUBE: LIGHT SO SHINE  
NLT  
2024

# Day of the Event

- Review all event logistics
- Have Master Agenda for all servants
- Set times for food prep, classroom set-ups, tech, volunteers
- Kids check in
- Begin Event
- At end of event, clean up
- Gather servants to end event in prayer
- Have servants evaluate how the event went



# SHINE DATE MASTER SCHEDULE

Event Overseer:

## SET UP

START TIME	END TIME	TASK	DURATION	LEADER
5:30pm	7:00pm	<p>Food Prep – Servants from all areas</p> <p>needed Check-In Set-Up (KidCheck iPads)</p> <p><u>Nursery</u></p> <p>- Classroom Set-Up (400 bldg.) as needed</p> <p><u>Pre-K</u></p> <p>- Classroom Set-Up (511-514) as needed</p> <p><u>Primary</u></p> <p>- Banquet Hall &amp; surrounding Classrooms Set-Up as needed</p> <p><u>Route 456</u></p> <p>- Classroom Set-Up (521-524) as needed</p> <p><u>Special Needs</u></p> <p>- Classroom Set-Up (206) as needed</p>	1 hr. 30 min.	

WORSHIP
<ul style="list-style-type: none"> <li>• 7:05 – 7:25pm – Kinder – 6th grades</li> <li>• 7:35 – 7:40pm – Nursery</li> <li>• 7:45 – 7:55pm – Pre-K</li> <li>• 8:00 – 8:10pm – Special Needs</li> </ul>

# SHINE EVENT

**Infants      Pre-K      K-3rd Grade      4-6 Grades      Sp Needs**

<b>Session 1</b> 6:50pm – 7:20pm	<b>Check In</b> 6:50pm – 7:15pm  <b>PLAYTIME</b>	<b>Check In</b> 6:50pm – 7:15pm  <b>Coloring Sheet/ Playtime</b> 6:50pm – 7:15pm	<b>Check In</b> 6:50pm – 7:00pm  <b>Welcome</b> 7:00pm – 7:05pm  <b>Worship</b> 7:05pm – 7:25pm	<b>Check In</b> 6:50pm – 7:05pm (in Banquet hall)  <b>Welcome</b> 7:00=7:05 (in Banquet hall)  <b>Worship</b> 7:05-7:25 (in Banquet Hall)	<b>Check In</b> 6:50pm – 7:05pm  <b>Welcome/ Prayer</b> 7:05pm-7:10pm
<b>Session 2</b> 7:20pm – 7:35pm	<b>Teaching</b> 7:25pm – 7:35pm	<b>Teaching</b> 7:20pm – 7:35pm	<b>Teaching</b> 7:30pm – 7:50pm	<b>Teaching</b> 7:30pm = 7:50pm(500 bldg)	<b>Teaching</b> 7:15pm – 7:30pm
<b>Session 3</b> 7:35pm – 8:00pm	<b>Worship</b> 7:35pm – 7:40pm  <b>Game</b> 7:40pm – 8:00pm	<b>Craft</b> 7:35pm – 7:45pm  <b>Worship</b> 7:45pm – 7:55pm	<b>Game</b> 7:55pm – 8:15pm	<b>Game</b> 7:55pm – 8:15pm (in 500 bldg)	<b>Craft</b> 7:35pm – 8:00pm
<b>Session 4</b> 8:00pm – 8:30pm	<b>Craft</b> 8:00pm – 8:15pm  <b>Playtime</b> 8:15pm – 8:30pm	<b>Game</b> 8:00pm – 8:15pm  <b>Playtime</b> 8:15pm – 8:30pm	<b>Craft</b> 8:15pm – 8:30pm  8:30 <b>snack</b>	<b>Craft</b> 8:15pm – 8:30pm (in 500 bldg)  8:30 <b>snack</b>	<b>Worship</b> 8:00pm – 8:10pm  <b>Game/ Playtime</b> 8:10pm – 8:30pm
<b>Check Out</b>	<b>***Send kids home with their Take Home Snack &amp; Packet***</b>				

## CLEAN UP

START TIME	END TIME	TASK	DURATION	LEADER
8:30pm	9:00pm	Campus Wide	30 min.	

# LET YOUR LIGHT SHINE TEACHING

LET YOUR LIGHT SHINE

5

AY: Has anyone ever been in a situation where there is absolutely no light? It was night and there was no electricity: no TV, no computer, no light, nothing. It is pitch black. Your parents are stumbling around trying to find flashlights, matches, candles; you trip over the cat...Has that ever happened to anyone? It would be a little scary, right?

NOW IMAGINE OUR WORLD WITHOUT JESUS. That would be a dark world where people would stumble around trying to make sense of everything. BUT thank goodness Jesus did come to bring light to the dark world. He also brought His disciples so they could bring light. Today He calls us to be His disciples too.

SO, what does a disciple look like?

1. A disciple brings light. READ Matthew 5:14-16

A disciple shines so he can point people to Jesus.

A disciple helps people see clearly.

- Have you ever tried to play a game outside with no light? It is hard to see: you can't see the ball, you can't see your teammates....but when there is light you can clearly see the ball and your teammates, right? Light helps us see clearly.

A disciple does that: helps people see things clearly and helps them know God.

We know Him through the WORD so we can share the Word with others to show them how they can become children of God.

2. A disciple helps guide the way ahead.

- Now imagine your parents taking you out for a drive to the mountains one night and on the mountain road the headlights on the car go out and there is no light. Your Dad can't see where he is going...AHHHHH...your Dad and you need light to guide where you are going so you can be safe.

A disciple of Jesus does just that. Sometimes people don't know which way to go: with the bully at school or with the kids who are kind? Which choice do they make? We can help guide them because a disciple knows that God tells us how to live. We can show people that the best life imaginable comes from Jesus!

3. A disciple warns people of danger.

- Imagine you are walking your dog with your Mom on the sidewalk in the evening and you come to a danger sign with a blinking light that is blocking the way and says "DO NOT CROSS: DANGER" You know if you cross around the sign you can get home quicker SO do you choose to obey the sign or not?

A disciple of Jesus can also warn people of danger, the danger of sin and how sin sets people on a collision course with God that only ends up badly for them if they choose not to believe. As a disciple, you can see the danger of sin and show people how to get right with God by accepting Jesus as their Savior and by putting their faith in Him.

4. A disciple brings safety.

- What's the difference between going out for a walk during the day and going out for a walk at night? Right, it can be scary in the dark. That is why we need light so we can feel safe, especially at night.

A shining disciple of Jesus knows there are people who do not know Jesus. They are walking around in darkness and they can be scared. A disciple can show them that they have a Heavenly Father who desperately wants to protect them and help them to feel safe.

So Jesus' disciples were with Jesus and listened to Him teach. Were they ever scared? Did they ever feel unsafe?

Let's look at Mark 4:35-41 On the same day, when evening had come, He said to them, "Let us cross over to the other side." Now when they had left the multitude, they took Him along in the boat as He was. And other little boats were also with Him. And a great windstorm arose, and the waves beat into the boat, so that it was already filling. But He was in the stern, asleep on a pillow. And they awoke Him and said to Him, "Teacher, do You not care that we are perishing?" Then He arose and rebuked the wind, and said to the sea, "Peace, be still!" And the wind ceased and there was a great calm. But He said to them, "Why are you so fearful? How is it that you have no faith?" And they feared exceedingly, and said to one another, "Who can this be, that even the wind and the sea obey Him!"

This is a fascinating story, and it demonstrates God's amazing power. But it also reminds us of some other important things. Do you ever feel scared or unsafe? Jesus cares! He is in control, even when it might seem like He's "asleep" in the boat. When we pray and put our trust in Jesus His power can calm our hearts and help us to feel safe. Jesus can control the weather with just a simple command, we can be confident that He has power over the darkness. We can ask Him for help, hope, and guidance. When things are rough, remember He is there in the boat with us! Trust in Him for strength. He will calm the storms in our lives!

Remember that Jesus brings light to a dark world. He placed us here as a disciple to bring light and it is His light that shines through us to bring that light into the dark world. So ask yourself, "Where am I shining for Jesus?"

Let's pray.



## **GAME:**

Give teams of 2 or 3 from each grade level one flashlight. Give each team a card with the pictures of the items and the list to check off when items are found. Turn lights off or on low so kids have to use the flashlight to find the items listed and check them off of their list. They do not pick them up as every team has to find all the items on the list and check them off. When a team has completed the list, turn in their sheet to the leader. 1st grade too have all teams complete the list wins.

## **FIND IT LIST FOR K-6TH GRADES**

**Spoon** \_\_\_\_\_

**Cup** \_\_\_\_\_

**Paper Plate** \_\_\_\_\_

**Pencil** \_\_\_\_\_

**Bible** \_\_\_\_\_

**Glue Stick** \_\_\_\_\_

**Coin** \_\_\_\_\_

**Shoes** \_\_\_\_\_

**Flashlight** \_\_\_\_\_

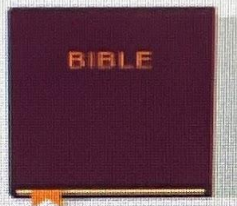
**Ruler** \_\_\_\_\_

**Marker** \_\_\_\_\_

**Ball** \_\_\_\_\_



# FIND IT GAME: K-6





## **GAME:**

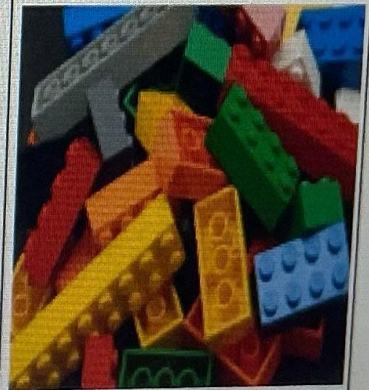
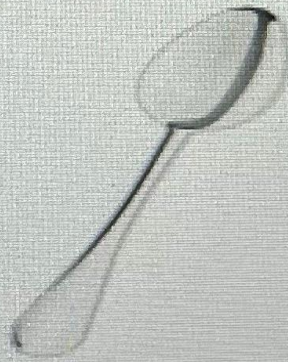
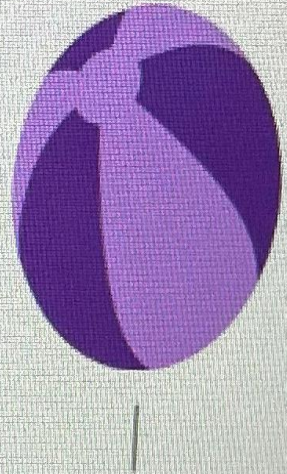
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## **FIND IT LIST FOR PRE K AND SPECIAL NEEDS**

- Cup \_\_\_\_\_
- Bible \_\_\_\_\_
- Ball \_\_\_\_\_
- Crayon \_\_\_\_\_
- Spoon \_\_\_\_\_
- Legos \_\_\_\_\_

# FIND IT GAME

## PRE-K AND SPECIAL NEEDS



# **SNACK**

**CHOOSE WHATEVER SNACK FITS  
WITH YOUR EVENT.**

**WE HAD GRAPES AND CHEESE AND  
CRACKERS AND SENT IT HOME WITH  
THE KIDS.**



# CRAFT FOR SHINE

**Small mason jar with tea light and tag.**

**Kids each ger a small jar and take the lid off.**

**Turn the tea light on and place into the jar.**

**Attach the tag wirh *‘Let your light shine’***



**Together  
we shine!**