

KEY MINISTRY AREA – GOALS AND OBJECTIVES



NAME:	SABRINA BAKER		
POSITION:	ELEMENTARY DIRECTOR	DEPARTMENT:	NEXT GEN
REPORTS TO:	PASTOR PATRICK NEWBILL	DATE:	NOVEMBER 2022

I. KMA #1 LEAD

Summary: Lead is the IBC ministry that recruits, equips, and deploys members to serve in a ministry inside the church and a mission outside the church.

Objectives: Must wholeheartedly support, participate and demonstrate ownership of LEAD requirements as follows:

- A. Role descriptions for all volunteers
- B. Ensure all open roles are posted on idlewild.org/serve
- C. Responsible for developing quality volunteer training, preferred online via Ministry Grid
- D. Respond to all interested volunteers within 48 hours
- E. Utilize the above LEAD tools to attain spiritual and numerical growth of volunteers
- F. Shepherd volunteers, i.e. inviting and winsome to volunteers

Goals	Measures of Effectiveness		Due By
a.	Children's Bible Fellowship	1 0 2 12	12/31/21 3/31/22 6/30/22 9/30/22
b.	Vacation Bible School	500	6/1/22
c.	Various Special Events a. Christmas on the Lawn	40	12/17/21

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II. KMA #2 Administration

Summary: Train and communicate effectively with staff. Develop and manage annual Children’s Ministry Budget that supports ministry activities.

Objectives:

A. Develop, manage, and communicate Elementary budget.

B. Staff Training and Development

C. Calendar ministry activities for 2022-2023

D. Communicate effectively with all staff

Goals	Measures of Effectiveness	Due By
a.	1. Develop a thorough annual budget that functions October 2022-September 2023.	June
	2. Analyze budget monthly and make appropriate changes. <ul style="list-style-type: none"> • Sunday Morning Bible Fellowship, Kidz Cove, AWANA, Preteen Ministry, Special Events, Administration, VBS. 	Monthly
	3. Meet with resource coordinators to review allocation of resource supplies.	Weekly
	Review monthly budget discrepancies with finance department.	Monthly
b.	1. Management and training of staff coordinators <ul style="list-style-type: none"> a. Train staff to be proficient in Canva and Constant Contact b. Meet one on one with each staff member bi-weekly c. Ensure staff engages in Worship Services weekly. d. Provide a monthly report to the Children’s Pastor. 	Ongoing Weekly Weekly Monthly
	2. Ensure Tween Leadership team is operating excellently.	Weekly
c.	1. Calendar <ul style="list-style-type: none"> a. Develop 2022-2023 calendar of events in conjunction with Preschool. b. Coordinate activities around IBC calendar to avoid conflict. 	June Ongoing
	2. Verify that Espace is accurate, updated, and current.	Ongoing
d.	Meetings	
	a. Meet weekly with CM team. <ul style="list-style-type: none"> 1) Include Pastor Patrick invitation on all CM team meetings/gatherings 	Weekly
	b. Meet weekly with Kids Ministry Team (Pastor Patrick).	
	c. Participate in group Bible study.	Weekly
	d. Next Gen Meetings / M2 Meetings/M2 Core Meetings.	Ongoing
	Attend yearly overnight staff retreats.	Yearly

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III. KMA #3 Children’s Bible Fellowship

Summary: *Sunday Morning Elementary Small Groups: 8:00 a.m., 9:15 a.m., 11:00 a.m.*

Objectives: Inspire a sense of purpose in staff and volunteers to help kids know God (salvation), the authority of His Word, and how to WWJD as kids. Create an environment where visitors can feel welcomed and connected.

- A. Teacher Development
- B. Special Event Support
- C. Children’s Building Update
- D. Build on and redesign Guest Experience

Goals	Measures of Effectiveness	Due By
a.	1. CBF/Jump Start Teacher Development <ul style="list-style-type: none"> i. Ensure staff trains new teachers, observes classrooms, and builds intentional relationships with teachers and families. <ul style="list-style-type: none"> • Each coordinator is to observe and turn in notes on three classrooms per month. b. Teacher/child statistic study on placement and attendance differences to determine teacher impact. <ul style="list-style-type: none"> • February, March, and April c. Continue to observe JumpStart class and train volunteers to teach in an engaging way. 1. Plan implement three trainings on Sunday mornings during church <ul style="list-style-type: none"> a. Stewardship Curriculum b. Promotion Kickoff c. Skill Building 	Monthly Feb, Mar, Apr Feb Jul Oct
b.	1. Plan/support of Special Sunday events/themes throughout the year. <ul style="list-style-type: none"> a. Preteen escape room b. Generosity Series c. Grandparents Day d. Easter Services b. Encourage weekly teachers to serve as greeters, Kidz Cove, or preschool through written communications.	Jan Feb Sep Apr
c.	1. In conjunction with CM leadership, work with Worlds of Wow to present redesign to LT and FF&D 2. Come up with intentional content to put in design	Ongoing January
d.	1. Redesign Children’s Visitor Station 2. Create a process for 2 nd and 3 rd time visitor follow up 3. Recruit and train new guest experience team members	January February Ongoing

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IV. KMA #4 Vacation Bible School

Summary: Providing leadership/serving opportunities for IBC members to help kids know God, the authority of His Word, and how to walk with Jesus Daily as a kid.

Objectives: Represents "**Church-Wide Ministry**" total administration, planning, vision casting with team and leading.

A. VBS administration

B. Promotion

C. Decor

Goals	Measures of Effectiveness	Due By
a.	<ol style="list-style-type: none"> 1. Responsible for implementation, staffing, and planning 2. Work with Children’s Pastor in planning of opening VBS segment in worship center and/or options. 	<p>Jan Ongoing</p>
b.	<p>VBS Administration</p> <ol style="list-style-type: none"> a. Plan with 2 VBS Staff Coordinators weekly. b. Discipleship Leadership Teams develop program for 23 areas <ol style="list-style-type: none"> a. Provide concise resource information for each group c. Secure online registration for children and volunteer placement d. Proper staffing of 156 classrooms rotations <ol style="list-style-type: none"> a. Train staff using both live & video based e. Enlist discipleship volunteers for rotations f. Conduct effective Service Partner meeting <p>Discuss/confirm ‘offering’ options with mission’s department</p>	<p>Feb Mar Feb Jun Apr Jun May</p>
c.	<ol style="list-style-type: none"> 1. VBS Promotion <ol style="list-style-type: none"> a. VBS PREVIEW REVEAL b. Social Media <p>Work closely with communications team.</p>	<p>Mar May Ongoing</p>
d.	<ol style="list-style-type: none"> 1. VBS Décor <ol style="list-style-type: none"> a. Provide Leadership to Interior Design Team 2. Provide Direction for the Worship Center 	<p>October April</p>

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V. KMA #5 AWANA

Summary: Children’s Discipleship Classes meet during the year on Sunday during LCU from 4:15 to 6 PM.

Objectives:

- A. AWANA Large Group Speaker
- B. Participate and aid in leadership as needed in AWANA

Goals	Measures of Effectiveness	Due By
a.	Prepare and teach in both Sparks and T&T weekly	Weekly
b.	<ul style="list-style-type: none"> 1. Parent/leader information <ul style="list-style-type: none"> a. Aid in dispersal of information b. Help set-up and clean/up AWANA Leader dinners. 2. Leadership <ul style="list-style-type: none"> a. Aid in leader training date b. Help set-up/clean up AWANA leader dinners 3. Contests <ul style="list-style-type: none"> a. Aid in preparation/ execution as needed 	Weekly

VI. KMA #5 Metro Conference

Summary: Preschool and Children’s metro is a network of Southern Baptist Leaders that convene once a year to keep up with the latest in Children’s Ministry

Objectives:

- C. Contribute in the planning and execution of the Preschool and Children’s Metro 2022 Conference

Goals	Measures of Effectiveness	Due By
a.	<ul style="list-style-type: none"> 1. Secure Metro Partners to sponsor conference 2. Meet weekly with team to plan conference Feb 2022 	Ongoing Weekly