

Preteen Coordinator Task List

Yearly

Retreats-Fall Retreat for 4th-5th Grade, Winter Retreat for 5th Grade

Plan and organize events and schedule.

Administration: Set up online registration with Ministry Assistant

Recruit and place leaders into cabins.

Recruit 2 nurses for fall/ one for winter.

Place children into cabins as they register.

Make Nametags for all leaders and children with first name BIG.

Choose group names for each cabin.

Help create child booklet.

Coordinate with facility (Lakewood/ Camp Anderson).

Check for liability forms and send requests (NEW ONE EVERY YEAR).

Make sure the program is on event U for registration and pickup so we have lights and air.

Leader packets printed for leader meeting.

Packing Lists and medical form printed for parent meeting.

Promote event: Email and send post card to all 4th and 5th graders about event

Put flyers in all the teachers baskets

Signs outside of the classroom doors.

Make promo video with Children's Pastors and show in large groups weeks leading up.

Announce how many spots are left in large group.

Communications: Email parents packing list and medical forms through Constant Contact

Email leaders about leader meeting

Email parents about parent meeting

Email CITs about leader meeting and the party palace- bring snacks and drinks.

Preparation: All supplies from Mac truck list- order through Resource Coordinator.

Print maps for leaders and CITs

Print Schedules for leaders

Print Cabin lists with medical notes and planned activity (camp Anderson only) **(do not give out until at the camp)**

Let Patrick borrow your Kayak so he will go write his lessons

Vacation Bible School

4th-5th Coordinator

Recruit 4th and 5th Grade Bible teachers using the teacher grid on Google Drive

Meetings leading up to VBS:

- VBS Premiere
- Team Leader (2)
- Bible Teacher
- Art Team (every Thursday from Feb to VBS)
- Pew Packet Day
- Mail Out Day

Teacher Trainings

Work with Director to develop training agenda. There is normally one in the end of July and a few on Sunday mornings through the year.

Special Events

Valentine's Day (we call it Friend's Day)

Kid's Day (We celebrate kids, usually just give them a cookie in their classes)

Mothers Day

Fathers Day

Promotion Sunday (Second Sunday in August)

- Mass change in F1. Remove 5th grade and promote 4th to 5th
- Make sure Teachers and substitutes are in the correct classes
- Try to keep friends together but balance classes to have even boy to girl ratio

Parent's Day (open house like)

Fall Festival (Normally don't do one but it falls on a Wed in 2018)

Thanksgiving

One Day Christmas VBS

Christmas

Monthly

Large group Snacks

Lead Team Meeting

Weekly

Attend Children's Ministry Staff Meeting

Large Group (Planning Center)

Lead Team Assignments (Planning Center)

Substitutes (use substitute grid on google drive)

Teacher Recruitment

Vision Casting- sharing mission statement with Leaders in Ministry