

HOW TO GUIDES FOR

HOW TO: Schedule out time for **JAM** - from **pre-service** to **post-service**

Time (approx.)	Section/Item	Additional Notes
8:30 - 9:00 am	Arrive at church!	Aim to arrive at church between 8:30 - 9:00 am at the latest, if you're rostered on for kids church! (Leaders & Volunteers alike!)
9:00 - 9:30 am	Kids Church setup & Leaders meeting	Spend this time working together to get the room in order and ready for kids church! You can also use this time to go over the Large Group &/ or Small Group material too, and delegate tasks and responsibilities for the morning
9:30 - 9:40 am	Prayer meeting & huddle	At this time, all volunteers meet together for a quick prayer & devotional, to help get people ready to serve
9:40 - 9:50am	Quick pre-service meeting & delegation of tasks	Just before kids start being signed in, leaders and volunteers can quickly debrief and check in with each other
9:50 - 10:10 am	Sign-in & Early Arriver Activities	One adult leader or volunteer should stay near the door to help with sign-in, while the other leaders & volunteers facilitate the early arriver activities Get the kids to help with pack-up before church starts too!
10:10 - 10:15 am	Large Group (LG) Welcome & eKids Introduction	This time is spent welcoming the kids to church, briefly prefacing the theme/message of the day, and going over eKids housekeeping items (VIPs, eKids Values, etc.)
10:15 - 10:25 am	Worship & Offering	Two songs of worship, accompanied by a section for offering and prayer!
10:25 - 10:35 am	Game & Bible Story Set-Up	Usually, this is a good time to play a quick game, to let out some energy, and briefly introduce the Bible story of the day
10:35 - 10:50 am	Bible Story: Message + Application	Bible story, message and application goes here! Done either through live storytelling, video clips, or bits of both (Do a child/volunteer head count here!)
10:50 - 10:55 am	Prayer + Small Group Send-off	Quick prayer for the message, and send off kids and leaders to their respective small groups!
10:55 - 11:25 am	Small Groups (SG)	This is where you and the leaders will help the kids dive into the message, do activities and converse!
11:25 - 11:40 am	SG Pack-Up & LG Send-Off Activity	Get the kids to help the leaders and volunteers pack things up. After this, you can play a game or watch appropriate videos whilst kids wait for pick-up!
11:25 - 11:40 am	Parent/Child Pick-Up	Parents will come at varying times after this time. Prepare to be flexible, as pick-ups will vary!
11:30 - 11:45 am (up until 12:00pm)	Debrief, Room Tidy & eKids Report	As kids are picked up, pack up the remaining mess & items, then debrief with each other and fill out a eKids report (https://www.ekidsleaders.com/new-page), or write a brief one up!
12:00 - evening	Submit eKids Report	Submit the eKids report by the evening, and send the roll count (no. of children/volunteers) to church leadership!

<https://www.ekidsleaders.com/jam-curriculum-copy>