

Sunday Morning Overview

Setup

- Activities and games on tables
- Craft activity(s) - can be found in craft cupboards
- Write the morning routine on the whiteboard
- Fill water jug(s) and get cups out
- Get the iPad for check-in from the Services Room
- Put the welcome sign out

Example Room Setup - MP1

Media

- Turn the TV and speakers on
- Ensure the weekly media is ready in ProPresenter

Come ready!

Preparation for Sunday doesn't start on Sunday morning. Make sure you have come ready with any idea of what the plan is for the morning, and a good understanding of the morning's lesson.

Routine

10:15am - Checkin Opens

- One leader stands at the entrance welcoming children and families, and completes the checkin process.
- The other leader interact with children to help them engage with the activities.

10:50-10:55am - Pack-up Activities

- Give children a few minutes warning that activity time will be ending.
- There is a pack-up song that can be played during this time as an audio cue.

11:00am - Curriculum

- Children sit down in front of the TV
- **Curriculum outline:**
 - Song(s)
 - Bible Story
 - Activity(s) to support the Bible Story and "Need to Know"
 - Other segments from the video curriculum
 - Giving
 - Pray

11:30am - Morning Snack

- Children sit down while eating their morning snack
- One leader to get out the snacks from the cupboard.
- Children with allergies are often catered for, and some children bring their own morning tea.
- The weekly video can be shown while they are eating.

From 11:40am - children are collected

- Depending on the time that the Sunday Service ends, collection can start from 11:40am onwards
- Children can only leave once they are checked-out into the care of a parent/guardian

After the children have left

- Put away activities, games and materials
- Wipe down tables, and if necessary chairs
- Whiteboard cleaned
- Vacuum the floor
- Turn the speakers and TV off
- Quit ProPresenter on the computer
- Follow the [giving procedure](#)
- Put printed labels into giving envelope for shredding
- Wash cups
- Put the iPad away
- Turn the A/C off
- Debrief the morning

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