

The Chapel Ministries Family Ministries System

Trust Christ
Trust Us
Trust Others

Check-in and Registration: All new families will be required to create a new profile in our database and check-in every time they come for programming for security and record-keeping

Kids (campus):
Weekend Children's Ministry- Seedlings, Sprouts, Treehouse, Buds (select campuses)

Youth (campus):
Sunday morning Middle School worship and small groups
Sunday night High School worship and small groups (Thrive)

Parents:
Seasonal parenting groups (campus), Yearly Parent Summit (TCM), Seasonal Impact Classes (campus), Parent Cue Drive it Homes (campus)

Special Events and Retreats:
Seasonal trips, retreats, and events for children, youth, and parents- ex. Summer youth retreats (TCM), summer kids camp (campus), Overnight Camp (TCM), Meet Me @'s (campus)

Become a Worshipper

TLT (campus):
Leadership team for 4th and 5th grade students that meets on Wednesday nights twice a month

LOG (campus):
Leadership team for High School students that meets weekly on Wednesday nights

Become a Community

Become a Missionary

Mission Emphases and Events:
Helping kids and youth become missional and develop a global view of missions and evangelism. Ex. Individual mission partnerships for specific events (campus), youth mission trips (TCM), Participation in outreach events (campus), etc.



Multi-Campus Alignment- Family Ministry

Breakdown of Family Ministry Programming:

- Seedlings Nursery (birth-24 months)
- Seedlings Toddlers (2 years old-potty trained 3 year old)
- Sprouts (preschool)
- Treehouse (Elementary)
- Buds (Special Needs- if there is a need—will be determined by TCM staff)
- Middle School Sunday AM (6-8th Grade)
- Thrive (High School- 9th-12th Grade)
- TLT (Treehouse Leadership Team for 4th & 5th Graders)
- LOG (Leaders of the Greenhouse for 9th-12th Graders)

Check-In/Registration:

- Campus Staff:
 - o Train & schedule Sunday morning volunteers to run check-in
 - o Implement and follow TCM assimilation process for new families
 - o Maintain all equipment related to the check-in process (computers, label makers, stickers, etc)
 - o Use TCM Family Ministry Newsletter template and create campus specific family ministry newsletter
- Chapel Ministries Staff:
 - o Provide TCM Family Ministry Registration forms
 - o Provide training for campus staff on Family Ministry assimilation process
 - o Provide training for campus staff on database/check-in system
 - o Provide template for Family Ministry Newsletter
 - o Communications- Use TCM templates and create campus specific info cards for programming

Kids Programming:

- Campus Staff:
 - o Collect supplies from TCM office on a weekly basis
 - o Set up for programming
 - o Recruit, train, encourage, appreciate volunteers
 - o Create and manage volunteer schedules
 - o Provide a staff presence on Sunday mornings
 - o Manage campus specific social media pages
 - o Create and lead Children's Ministry Leadership Team

- Chapel Ministries Staff:
 - o Prep & distribute all needs for Sunday mornings (purchase supplies, make activities/prep games, etc)
 - ****Once a campus hits a full time person, this will transfer to a campus staff duty****
 - o Create & disperse all curriculum/content. (including Parent Cue/Drive It Home/PTWG)
 - o Create & disperse content for social media
 - o Provide content for volunteer training/safe sanctuaries

Youth Programming:

- Campus Staff:
 - o Collect supplies from TCM office on a weekly basis
 - o Set up for programming
 - o Recruit, train (Lead Small), encourage, appreciate volunteers
 - o Create and manage volunteer schedules
 - o Manage campus specific social media pages
 - o Schedule/manage worship band for Sunday mornings (MS) and Sunday nights (HS)
 - o Create and Lead Youth Ministry Leadership Team

- Chapel Ministries Staff:
 - o Prep & distribute all needs for Sunday morning & Sunday night programming
 - ****Once a campus hits a full time person, this will transfer to a campus staff duty****
 - o Create and disperse all curriculum/content for all programming (including Parent Cue/Drive It Home/PTWG)
 - o Provide Lead Small training content for campuses to implement with volunteers
 - o Create & disperse content for social media

Parents:

Seasonal parenting groups (campus), Yearly Parent Summit (TCM), Seasonal Impact Classes (campus),
Parent Cue Drive it Homes (campus)

- Campus Staff:
 - o Advertise and recruit participation in seasonal parenting and impact (child/parent) groups (at least 1 during every small group launch)
 - o Teach/implement seasonal parenting/impact groups
 - o Advertise TCM Parent Summit
 - o Send representatives to TCM Parent Summit planning meetings, participate in planning & implementation

- Provide Parent Cue in all areas of Family Ministry (babies-12th grade)
- Encourage use of Parent Cue throughout the week via social media blasts, email, etc

- Chapel Ministries Staff:
 - Provide curriculum, supplies, and advertising needs for seasonal parenting and Impact (child/parent) groups (at least 1 during every small group launch)
 - Develop a Parent Summit team (made up of FM leaders from all TCM campuses)
 - Plan Parent Summit & implement plans
 - Provide Parent Cue training for campuses
 - Provide Parent Cue for all areas of FM
 - Provide content for social media posts/advertising for Parent Cue

TLT/LOG:

- Campus Staff:
 - Advertise & recruit participants
 - Collect supplies from TCM office on a weekly basis
 - Teach and implement lessons
 - Communicate with parents
 - Schedule TLT on Sunday mornings in Treehouse
 - Hold TLT Pledge Service with campus pastors

- Chapel Ministries Staff:
 - Create and disperse all curriculum/content
 - Prep activities/games, etc for lessons
 - ****Once a campus hits a full time person, this will transfer to a campus staff duty****
 - Create and disperse TLT Pledge Service Outline

Special Events/Retreats:

Youth Retreats (Summer, Fall, Overnight Camp)

- Campus Staff:
 - Advertise retreats, follow registration protocols, communicate #s to TCM staff
 - Secure adult, safe sanctuary approved chaperones/volunteers
 - Arrange transportation to event/retreats as needed

- Chapel Ministries Staff:
 - o Plan logistics/content/curriculum for all retreats
 - o Provide TCM Registration forms/parental consent forms
 - o Prep activities/supplies, etc for all retreats

Summer Kids Camps (VBS)

- Campus Staff:
 - o Advertise camp, follow registration process
 - o Advertise, recruit, train volunteers
 - o Design and create set (with help from TCM)
 - o Prep activities & supplies for camp
- Chapel Ministries Staff:
 - o Plan all curriculum/content for camp and disperse
 - o Provide training materials for volunteer meeting
 - o Provide all advertisement videos, social media posts, etc for campuses to use

Meet Me @'s:

- Campus Staff:
 - o Plan and implement quarterly Meet Me @'s (1-Elementary/TLT, 1-HS, 2-Family)
 - o Advertise Meet Me @'s
- Chapel Ministries Staff:
 - o Provide support in form of ideas, staff support, etc

Promotional items:

- Chapel Ministries Staff:
 - o Will design, order and distribute all promotional items