Building Sunday School from Scratch Checklist

Stage One

	Who is involved in creation?	Additional notes	Complete
Family Directory		Families actively connected to congregation list and visitor list	
Recruiting Needs List		Sunday mornings Special Events	
Recruiting Pool		List of potential volunteers (with room to track who has been asked for what)	
Job Descriptions		For each volunteer role.	

Stage Two

	Who is involved?	Additional notes	Complete
Recruiting volunteers			
Get buy-in from parish on everything from stage one			
Contact everyone in directory			
Learn names of everyone			
Contact parents of families			
Select curriculum/ lay-out program for the year			
Develop communication plan			

Stage Three

	Who is involved?	Additional notes	Complete
Schedule regular volunteer check-in gatherings			

Have individual meetings with volunteers			
Come up with longer term curriculum plan		Doesn't need to be what curriculum you will use specifically, but the how/when/who of that decision	
Compliance documents		Background checks of volunteers, youth protection policy, SafeR Church documents, plan for registration and pickup/drop-off etc.	
Parent engagement plan			
Plan for integrating youth ministry into the life of the church			
Do something to serve the community			