

CHILDREN'S MINISTRY COORDINATOR

Purpose of the Coordinator:

To work with BibleQuest, the children's ministry of Wesley Putnam Ministries. Wesley Putnam will be in attendance and will serve as minstrel/storyteller during the sessions. He will bring all materials with him. There is a \$4 per child fee which covers the expense of the materials given to the children (buttons, stickers, "Shield of Faith" memory book.) This fee should be paid out of the local church budget and not be charged to the children, as they will be encouraged to bring visitors.

Work of the Committee:

- To carefully study the BibleQuest preparation materials.
- To get the children excited and ready for BibleQuest.
- To recruit sufficient workers to serve as scribes during BibleQuest.
- To make sure workers understand their responsibilities. Detailed job descriptions follow on separate sheets. (Please copy and distribute the instructions to each worker.)
- To recruit a committee to serve a light meal or snack to children prior to BibleQuest, if desired.

Coordinator's Responsibilities

- ✓ Check off each item when complete.

Two months prior to event

Read all materials in the Children's Ministry packet. Call Wesley Putnam Ministries with any questions at this time so you will be able to answer the questions of your helpers.

Notify Wesley Putnam Ministries of your regular Sunday school attendance K-6 (or top elementary grade.)

Recruit an enthusiastic person to make announcements.

Secure adults or older youth who will serve as scribes. Their job will be to record on tally sheets names of children and work they have done, as well as distribute stickers. Plan to have one scribe for every eight children according to your average Sunday school attendance. Since BibleQuest attendance usually doubles and often triples, have extra scribes on stand-by. Each scribe should be assigned a grade level to be responsible for. Depending on your attendance, it may be necessary to have one, two, or more scribes for each individual grade. While not required, it is best if scribes can volunteer for all sessions.

All scribes should attend the opening BibleQuest session during the Sunday school hour, as well as a training session 30 minutes prior to the first evening session.

The scribes need to be ready to start each evening one hour prior to the service.

One month

Copy and distribute to the scribes a copy of the BibleQuest overview, the scribes' instructions, and a sample completed tally sheet (enclosed).

Have the upper elementary Sunday school classes make posters advertising BibleQuest and place these in all the elementary Sunday school classrooms and the entry to the sanctuary. (Not all children come to Sunday school and church.)

The Master's Storyteller Preparation

❑ Begin making announcements in Sunday school and church--one each week. Be enthusiastic in presentations to help build children's anticipation and excitement for BibleQuest, a program designed especially for them. To help heighten interest, play some of the BibleQuest CD. Give children the web address of BibleQuest, www.wesleyputnam.org. Tell them about the "Shield of Faith," stickers, medals, and getting their picture on the web page.

❑ Compare the songs on the BibleQuest CD to the list on pages 18-20 of the "Shield of Faith." These are the songs that will be emphasized during BibleQuest.

❑ Determine location of BibleQuest check-in area. This should be a room or hallway close to the sanctuary with space to accommodate tables and chairs for the scribes as well as for children to line up as they check-in each evening. This area should remain intact for the duration of The Master's Storyteller.

❑ Notify facilities chairperson of the rooms needed for BibleQuest: e.g., kitchen (if serving a meal), check-in area/room, sanctuary, etc.

Two weeks

❑ Inform children's Sunday school teachers that they do not need to prepare a lesson for the Sunday school period on the week of the event. (See sample letter #1 enclosed.) Teachers will meet the children in their classrooms first to take roll and to write children's names on BibleQuest tally sheets before escorting them to the sanctuary for the BibleQuest opening session. The tally sheets will be turned in to the coordinator at this time.

❑ Mail a letter to the parents of all children in the church. Encourage them to allow their children to participate in this special event. You may use the enclosed sample letter #2, or write your own.

❑ Notify neighboring churches that BibleQuest is coming to your church and invite them to participate.

❑ Notify all scribes of training session with Felicia 30 minutes before the first BibleQuest evening session. A prepared team minimizes confusion and greatly enhances the adults' enjoyment of BibleQuest.

One week

❑ Make an ample supply of copies of the master-tally sheet included with this packet (**print double-sided, front and back**). Tally sheets will be used throughout the week and should never be taken from the check-in area in case an emergency prevents a scribe from being present. Also, have extra tally sheets available for new children each evening. Many times attendance will double or triple during the week as children bring friends to BibleQuest.

❑ Place tally sheets in each children's Sunday school room for use on Sunday morning.

❑ If meals have been planned, check on preparations.

❑ Pray for workers, children, peace.

During event

❑ Attend all sessions of BibleQuest.

❑ Have three check-in tables set up with age levels (k-1st, 2nd-3rd, 4th-6th) designated and the corresponding tally sheets from the Sunday school session. Make sure there are extra books, buttons, stickers, and tally sheets at each check-in table each session. These will be found in the BibleQuest treasure chest.

❑ Make sure there are enough scribes available to check-in children each night.

❑ Handle crowd control, making sure children are in correct line while waiting their turn to check-in. This can be a very loud and chaotic time of BibleQuest. All the children arrive at once, wanting to get checked in to receive their stickers. The scribes are doing their best to listen to the children and get everyone in and out quickly. Their concentration will be on the one child in front of them, so they will not be able to maintain discipline of the group. This is where you come in--you can be looking at the big picture.

The Master's Storyteller Preparation

Direct children to the Quest seating area in the sanctuary after their work has been recorded, and just chat with them until Wesley arrives for songs and stories. This is also a good time for them to be working on memory work or thinking questions.

After check-in on the last night, go over tally sheets with the scribes to determine the child (K-1, 2-3, 4-6) who has memorized the most verses and the child who has brought the most visitors. Also figure the total number of verses memorized by all the children, and the total number of visitors brought during BibleQuest.

Fill out the enclosed **BibleQuest Coordinator's Tally Sheet** with this information for closing ceremony.

Also fill out the **WPM Report Form** and give it to Wesley to take home with him. This information is important for our records.

During the awards ceremony, recognize the children's work and announce the medal winners. The pastor will hang the medals around the recipients' necks, and Wesley will take a picture for our web page.

After event

Participate in the Evaluation.

Express appreciation to your volunteers.

Medal Criteria

Our goal in Bible Quest is to encourage, challenge, and bless children. You, as a member of the local church who knows the children, are in the best position to make decisions about the medal winners.

If there are two, or even three, children who are within one or two verses of each other but way ahead of the rest, you may choose to declare a tie.

If a child who has learning disabilities puts forth valiant effort, you may proclaim a "Special Achievement" medal (or some such designation).

In any of these cases, do not announce number of verses memorized at the closing ceremony. Usually, however the medal winners are obvious.

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Overview of BibleQuest

Introduction to BibleQuest

BibleQuest is an exciting, fast-paced program designed to actively involve elementary-age children in a search for the King of kings and Lord of lords. Children will be encouraged to walk closely with Jesus in their daily lives through the many activities of BibleQuest--memorizing scripture, helping at home, inviting friends, singing songs, and listening to stories of people in the New Testament.

Every child can finish BibleQuest feeling good about what s/he has accomplished. BibleQuest is designed so that only minimal effort is required to earn all the stickers needed to complete the cover of the "Shield of Faith." But BibleQuest also challenges children to "go for the gold." In I Cor. 9:24, Paul says, "You know that in a race all the runners run. But only one gets the prize. So run like that. Run to win!"

BibleQuest awards a gold medal to three children of different age levels who excel in Bible memory and one to the child who brings the most friends.

BibleQuest is divided into five sessions (Sunday school, Sunday-Wednesday night.) During the introductory session, children receive their memory books and buttons. All the rules of BibleQuest are explained, including how to earn stickers to complete the front of their book and how to win the official BibleQuest gold medals.

In the remaining sessions, the first ten minutes is a check-in time for children to register their attendance and homework and to receive stickers. This is followed by time with Wesley for singing, story, and prayer. At the end of the closing session, there will be a time for the storyteller to lead the children in a prayer of commitment to Christ.

An awards ceremony will be held at the end of the last BibleQuest session. It is our fervent hope that this will be the beginning of a lifelong adventure in Bible memory.

Overview of BibleQuest

Opening Session

The first session of BibleQuest will be held during the Sunday school hour of your revival. **Coordinator and workers (scribes) should be present.** Sunday school teachers will have ten minutes in their room with the children. During this time they will take attendance for the church rolls and take care of class business, as well as fill out the BibleQuest Tally Sheets and lead children to the sanctuary or designated room. There, Wesley or Felicia will explain BibleQuest to the children, distribute the "Shield of Faith" memory verse books and buttons, display the medals, and demonstrate the song of the books of the Old Testament.

Each child will receive a "Seekers" button and a BibleQuest "Shield of Faith" memory book, the cover of which has a shield to be completed with four stickers. The children's effort and participation in the following areas of discipleship will be rewarded throughout the week as s/he completes the requirements to earn each sticker:

- Lamb: Servanthood - Bring at least one note from home for helping.
- Lion: Faithfulness - Attend at least three sessions of BibleQuest.
- Sword: Memorization - Memorize at least four scriptures in the "Shield of Faith" memory book.
- Wheat: Evangelism - Invite at least one friend, or bring a note from home for telling a BibleQuest story or singing a BibleQuest song.

Scribes will check-in the children each evening, collecting and acknowledging each day's

The Master's Storyteller Preparation

homework (notes, memory work, and visitors brought) and distributing stickers.

At the end of the revival, four medals will be awarded: one to the child who brought the most friends (usually must bring at least three), and one to the child in each group (grades K-1, 2-3, 4-6) who memorized the most verses.

Schedule of Evening Sessions

- 10 minutes to check-in children
- 5-7 minutes for preliminaries
- 12-15 minutes for music
- 12-15 minutes for story and prayer

Evening sessions

BibleQuest is held one hour prior to the revival. during the first 10 minutes, adult helpers (scribes) and children meet in the check-in area to record memory work, attendance, visitors, thinking questions, and notes from home on tally sheets. Stickers will be distributed at this time. During the final 30 minutes, adult helpers and children meet with Wesley in the sanctuary for songs and a story. Adults are welcome to observe.

Because this can be a tight schedule for many families, in order to facilitate attendance, some churches have scheduled light meals for children and/or families each evening prior to the start of BibleQuest.

Closing Ceremony

On the last night of the The Master's Storyteller, the children will make a presentation at the end of the last BibleQuest session. Medals will be awarded at this time.

CHILDREN'S MINISTRY VOLUNTEERS

Please copy this page (front and back) and distribute to all scribes along with a sample BibleQuest Tally Sheet and a copy of the BibleQuest overview.

Scribes' Responsibilities

Scribes have a lot of administrative work to do. You will record attendance and homework on the BibleQuest Tally Sheets (see enclosed sample), as well as distribute stickers for the "Shield of Faith" during the first 10 minutes of each BibleQuest session. It is important to get the information registered for each child as quickly and accurately as possible. This is very important as it determines the individual medal winners.

Please read the enclosed BibleQuest overview. This is a brief outline of the children's portion of The Master's Storyteller. **Plan to attend the opening session of BibleQuest on Sunday morning during the Sunday school hour and the short training session with Felicia immediately afterward.** At that time she will explain in detail the tally sheets and answer any question you have. Everything will be very clear and very easy.

Each evening you need to be settled in your place in the check-in area at least fifteen minutes before the scheduled start time. You will sit behind tables set up with signs indicating the grade you are in charge of. More than one grade can report to one table, depending on the number of children expected.

It will be helpful for you to follow along on your sample tally sheet as you read the remainder of this page.

On the top of each tally sheet, write your name and the grade(s) being tallied.

All the following information will be recorded on the BibleQuest tally sheets during Quest time, beginning Sunday morning. (Sunday school teachers will check attendance on Sunday

morning.)

- Record the names of each child in attendance. Be sure to include the addresses and church membership **of each visitor**. This is a good means of follow-up for your church. At sessions 2-5, give each newcomer a book and button and explain to them how to win stickers and medals.
- Record attendance by listing day's initial: (Sa for Sunday AM, Sp for Sunday PM, M, T, W, Th, F, S). This allows you to verify which sessions children attend.
- Use tally marks (IIII) to record number of different visitors brought by each child. When a child brings a visitor, be sure to write the visitor's name on the back of the host child's tally sheet. This counts toward individual achievement. Then send the visitor to his or her grade-level table to be registered on a tally sheet. After his/her first visit, s/he is no longer counted as a visitor and is included in full competition for medals. A visitor can be credited to only one child (e.g. two brothers may not get credit for bringing a single friend). A child is only counted as a visitor the first time s/he comes.
- Use a tally mark to record memorized verses initialed by parent each day. Make these small, as some children will have 30-100+ tally marks. Date the verses in the child's book as they are recorded so as not to duplicate a previous day's recorded verses.
- Use a check mark to record the first time a child brings a note stating s/he has helped at home or has told a story or sung a song. Only one sticker

The Master's Storyteller Preparation

is awarded per category.

Distribute stickers to each child as s/he completes the requirements to earn each.

- Lamb: Servanthood - Bring a note from home for helping.
- Lion: Faithfulness - Attend at least three sessions of BibleQuest (including the Sunday school session).
- Sword: Memorization - Memorize at least four scriptures in the "Shield of Faith" memory book.
- Wheat: Evangelism - Invite at least one friend, or bring a note from home for telling a BibleQuest story or singing a BibleQuest song.

After check-in each day, scribes and all children will meet with Wesley for story and songs. You will be responsible to get children settled and to deal quietly with emergencies. Children needing help should be taken to the back of the room so as not to disturb the others.

On the last night of BibleQuest, you should circle the name of the child on each tally sheet who has brought the most visitors and memorized the most verses. Add the number of verses memorized and visitors brought on each tally sheet and write the total in the blank at the bottom of the page. Hand tally sheets in to the coordinator.

Thanks for your commitment. Your help makes BibleQuest possible.

Wesley Putnam Ministries

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Webpage: <http://www.wesleyputnam.org>

Sample Letter #1

This letter can be sent to the Sunday school teachers along with a sample completed tally sheet two weeks before the event, explaining the first session activities.

Date

Dear Sunday School Teachers,

Sunday, (date), Evangelist Wesley Putnam will begin the children's revival, BibleQuest, during the Sunday school hour. Due to this event, there is some information I need to share with you.

1. You do not need to prepare a lesson for that morning.
2. Please meet your class in your room at the regular time to take attendance and to take care of any other class business.
3. Fill out the BibleQuest Tally Sheets (sample enclosed) that you will find in your room with the name of each child. It is not necessary to complete all the information for your class members. However, please completely fill out for any visitors (name, address, phone, church-see sample copy). Then mark each child's attendance by putting "Sa" in the proper box. (This stands for "Sunday a.m.").
4. Ten minutes later, bring your class to the sanctuary (or other designated room) to begin BibleQuest.
5. Please bring all of your BibleQuest Tally Sheets with you and give them to me.

We are anticipating an exciting time during BibleQuest. If you have any questions about this or other concerns, please feel free to call me.

Thanks for your cooperation,

(Coordinator's name)

The Master's Storyteller Preparation

Sample Letter #2

This letter is for distribution to parents of your church's children K-6 (or top elementary grade) in a mailing two weeks before The Master's Storyteller begins.

Date

Dear (Parent),

The Master's Storyteller event our church is hosting (dates) will be a life-changing event for all who attend, including the children.

Wesley Putnam Ministries will be holding BibleQuest, an exciting Bible memory program designed especially for elementary children. Full of songs, stories, prizes, and fun, BibleQuest encourages children to learn the Scriptures and apply them to their lives.

During Sunday school each child will be given a BibleQuest memory book called the "Shield of Faith." This book gives a clear presentation of God's wonderful plan for our lives and is the focus of all BibleQuest activities. Please look over this book with your child and help him/her as much as he/she desires. Listen to his/her memory work. When you are satisfied that s/he has memorized a verse, check the box(es) and initial it.

Rev. Putnam will meet with the children one hour prior to each evening service to lead singing and present a Bible story. The children will join us in the sanctuary for the evening service.

Medals will be presented at the end of the final BibleQuest session.

It is our hope that you will allow your children to make the full commitment they will want to make to attend BibleQuest. We realize that your children may be going to bed late, but for only four nights it is a small price to pay for the rich Christian experience that will be theirs.

We pray you will not only allow your children to participate fully, but you will also bring as many children from your neighborhood as you can squeeze into your car. This is a tremendous opportunity to share the Gospel with a lot of kids who may not get another chance to hear it presented so well on their level.

You are welcome to observe the BibleQuest activities which begin at (time) each evening. We look forward to seeing you and to ministering to your children.

Yours in Christ,

(Pastor or General Chairperson)

BibleQuest Tally Sheet

Scribe _____

Grade _____

Name	Attendance (Lion)	Visitors (Wheat)	Bible Memory (Sword)	Notes From Home (Lamb)
Address				(Wheat)
City/ST/Zip				
Phone				
Church				
Total				

Name	Attendance (Lion)	Visitors (Wheat)	Bible Memory (Sword)	Notes From Home (Lamb)
Address				(Wheat)
City/ST/Zip				
Phone				
Church				
Total				

Name	Attendance (Lion)	Visitors (Wheat)	Bible Memory (Sword)	Notes From Home (Lamb)
Address				(Wheat)
City/ST/Zip				
Phone				
Church				
Total				

Name	Attendance (Lion)	Visitors (Wheat)	Bible Memory (Sword)	Notes From Home (Lamb)
Address				(Wheat)
City/ST/Zip				
Phone				
Church				
Total				

Page Total

Visitors

Verses

1

2.

3.

4.

5.

6.

1

2.

3.

4.

5.

6.

1

2.

3.

4.

5.

6.

1

2.

3.

4.

5.

6.

BibleQuest Coordinator's Tally Sheet

(Church Copy)

Coordinator: Following check-in on the final night of BibleQuest, please determine the medal winners and complete this form. You can refer to it when you announce the medal winners at the closing presentation.

of children at opening session: _____

Total # of participants in BibleQuest: _____
(according to tally sheets)

(How many of you earned all your stickers?)

(How many of you memorized at least 4 verses to earn your "sword" sticker?)

Total # of verses memorized by all children: _____

(How many of you brought at least one visitor?)

Total # of visitors brought by all children: _____

Medal winners: (an extra line is provided in case of a tie.)

For Bible memory

	Child's Name	Grade	# of verses
Grades K-1	_____	_____	_____
	_____	_____	_____
Grades 2-3	_____	_____	_____
	_____	_____	_____
Grades 4-6	_____	_____	_____
	_____	_____	_____

For Evangelism

Child's Name	Grade	# of visitors
_____	_____	_____
_____	_____	_____

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WPM Report Form

Coordinator: Please complete this form and give it to Wesley at the last session of BibleQuest.

of children at opening session: _____

Total # of participants in BibleQuest: _____
(according to tally sheets)

Total # of verses memorized by all children: _____

Total # of visitors brought by all children: _____

Medal winners: (an extra line is provided in case of a tie.)

For Bible memory

	Child's Name	Grade	# of verses
Grades K-1	_____	_____	_____
	_____	_____	_____
Grades 2-3	_____	_____	_____
	_____	_____	_____
Grades 4-6	_____	_____	_____
	_____	_____	_____

For Evangelism

Child's Name	Grade	# of visitors
_____	_____	_____
_____	_____	_____

Church Name: _____

City: _____ State: _____

Coordinator's Signature: _____