










NextGen: NextGen 20xx-20xx

Major Initiatives, Events, Retreats, Projects, Communications, Etc.

48 Discussions **314 To-dos** **80 Files** **3 Text documents** **Events**

Discussions

Watch a quick video about Discussions

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-  Jim M. **Painting Ideas** - This is link #1  (1)
-
-  Jim M. **Letter to Parents: Incoming 9th Graders** - My suggestions • Divide it up more into sections with headings • Pull all dates, times, costs, event   (5)
-
-  Sarah H. **Upload from Jim M.** - I got them checked the dates afternoon and everything is good. There is a couple slightly off due to space constraints like Confucianism (4)
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-  Jim M. **Seating** - Link #1 - Easy Risers  (1)
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-  Jim M. **Messaging** - Lets discuss ideas for wall messages, posters, and pictures here. We can post your links here so they are numbered by clicking "Edit" to at the

43 more discussions

To-do lists

Watch a quick video about To-Do Lists

JUNE - SL Curriculum Planning Meeting

- Date for meeting decided: August 5
- Room reserved on church calendar
- Bring Journey Assessments
- NextGen Ninja: The Master Communicator
- Materials: Surveys, Extended Calendar, Scope and Sequence, Orange Curriculum choices, post it notes, Wall Sticky note charts

JULY - Fall Recruiting

- ___ Incoming 6th Grade Leaders
- All returning volunteers confirmed by July 31
- All new volunteers recruited by August 31

JULY - Calendar Planning

- NG Set Kickoff dates

- NG Set Leader and Parent Orientation dates
- NG Set dates for breaks
- NG Set Bluewater Promo Dates
- NG Set Shift Night
- NG Set Finale date
- NG Set Leader Finale date
- CK Set SGL Meeting dates
- CK Set SGL training topics
- CK Set Fun night dates
- CK Set Group Picture night for 2nd Wednesday
- CK Set Bible Presentation Sunday with Worship Ministries
- CK Set Family Nights
- CK Set Kids Singing in Church days
- CK Calendar created for the school year
- SL Set SGL Meeting dates
- SL Set SGL training topics/speakers
- SL Set Group Picture night for 2nd Wednesday
- SL Set Confirmation Bible Presentation Sunday with Worship Ministries
- SL Set CHIC Meeting & Fundraiser Dates
- SL Set Holy Week Wednesday date
- SL MOVE Date
- SL MUUUCE Date
- SL SGNO dates
- SL The Rally date
- SL Set Split nights (MS & HS)
- SL Senior Celebration date
- SL Calendar created for the school year

JULY - Materials Updated

- All fall letters, calendars, and mailings updated by July 31
- Get Materials to Office [1 comment](#)

AUGUST - Fall Informational Mailings & Print Projects

Lets reduce all the grade specific mailings to two general Orientation mailings (CK & SL) that contains information and calendars for all grades

- Fall Orientation Mailing (1st Week)
- Mail 6th Grade Welcome Letter [1 comment](#)
- Mail Confirmation Letters [8 comments](#)
- Mail Fall Retreat Registration
- August (3rd week) Leader handbook materials completed

- August (4th week): Mail Reminder card (orientation and/or kickoff dates)
- August (4th week): Leader handbook made
- August (3rd week) Curriculum overview and 1st month MAILED to all leaders
- Letter to Parents: Incoming 9th Graders [5 comments](#) [Week -31, Monday](#)

AUGUST - CK SHINE Festival

- Launch Basecamp Project for SHINE Festival

AUGUST - SL MUUUCE

- Revamp Registration forms to our costs and time information
- Send registration mailing to all Middle School families
- Play promo in on Wednesday night, put information in bulletin and on Facebook
- Reserve bussing

SEPTEMBER - Parent Orientation

- Set Date
- Set Schedule
- Complete Facility Set Up Form (<http://goo.gl/forms/XQRongSIOS>)
- Communicate to Parents Orientation Date, Kickoff Dates, Etc.
- Materials: Student Life Calendar
- Materials: Registration Forms
- Materials: NextGen Brochure
- Complete Courtyard Screen Request Form (<http://goo.gl/forms/ONI9ES7pVH>)
- Determine Agenda
- Materials: Getting to Know You Forms
- Confirmation 1 & 2: Overview of Lesson Plans
- Confirmation 1 & 2: Expectations

SEPTEMBER - NextGen Small Group Leader Orientation

- September (1st week): Check In Training
- Materials: SGL Wins
- Materials: "What's New or Different?"
- Communicate to SGLs
- Set Date & Time
- Complete Facility Set Up Form (<http://goo.gl/forms/XQRongSIOS>)
- Create Agenda
- Materials: Expectations & Responsibilities
- Print NextGen Policies for Safe & Healthy Ministry
- Materials: NextGen Brochure

SEPTEMBER - Confirmation Kickoff

- Letter to Parents: Incoming 9th Graders (5 comments)
- Put next year's Confirmation Bible hand out on the church calendar - 2nd Sunday after Labor Day
- Letter to Parents: Incoming 8th Graders (1 comment)
- Contact Gale concerning schedule and any needed changes

SEPTEMBER - Kick Off Sunday

- Complete Ongoing Facility Set Up Form for each class (<http://goo.gl/forms/2LRzE14HsF>)
- September (week after Kickoff): Rosters Top Priority!
- Confirm or recruit teachers

SEPTEMBER - Kick Off Wednesday

- Complete Ongoing Facility Set Up Form for Middle School [dividers, stage, hightop table, music stand] (<http://goo.gl/forms/2LRzE14HsF>)
- Complete Ongoing Facility Set Up Form for each Program and Group (<http://goo.gl/forms/2LRzE14HsF>)

OCTOBER - CK S.H.I.N.E. Festival

OCTOBER - CK 2nd Grade Bibles

- Make entrance plan and communicate to Nicholas (Week -20, Tuesday)
- Communicate to Parents (Week -22, Sunday)
- Print Labels & Write Names (Week -20, Tuesday)
- Set Date 4th Sunday of October (Week -39, Tuesday)
- Order Bibles (Week -23, Sunday)

OCTOBER - SL High School Fall Retreat

- Set Date
- Show Promo Video at FUEL
- Create Promotional Videos
- Secure and Confirm All Leadership Roles by SGL Training (2 comments)
- Show Promo Video at CHURCH
- Set and communicate Registration Deadline
- Leaders Meeting (1 comment)
- Develop/Finalize Retreat Materials (6 comments)
- Retreat info included in promo packet
- Give to All Leaders: Promo Materials, Schedule, Expectations, & Leader Meeting Date
- Communicate Needs to Bluewater (1 comment)
- Gather Supplies

- Go on Retreat!
- "Change" Courtyard Screen Info (<http://goo.gl/forms/ONI9ES7pVH>) 1 comment
- Inform Information Center of Changes for this Sunday
- Set Next Year's Date with Bluewater
- Review & Make Notes for Next Year
- Post Pictures to Social Media
- Turn in slips for Bluewater invoice, Bus rental, trailer rental
- Make Highlights Video
- Send Follow Up Letter to Families
- Clean Up & Put Away Supplies
- 2nd Mailing/Email: Promotional Material AND Registration Forms to ALL High School Families AND New Student Families (early September)
- Complete Courtyard Screen Request Form (<http://goo.gl/forms/ONI9ES7pVH>)
- Bulletin Announcement
- 1st Mailing/Email: Promotional Material to ALL High School Families (early/mid August)
- Figure Out Transportation
- Details to Parents
- Student Journal
- Set Schedule
- Parent Cues and phone number cards to parents

OCTOBER - SL Small Groups Night Out

- 4 Weeks Notice/Reminder about SGNO
- Print and hand out SGNO Card
- Important dates to SGL's given in training, on first mailings in August
- Specific directions given to SGLs on Facebook and in email in late September
- SGL information cards to be filled out three weeks in advance of date
- Parents notified with details two weeks in advance of date.
- Promo and announcements for FUEL two weeks in advance of date
- Website page filled out two weeks in advance of date
- Barb Hall given 6 weeks notice
- Bulletin announcement 3 weeks previous

NOVEMBER - SL Confirmation Mentors

- Second check-in with Mentors
- First check-in with Mentors
- Send packet with letter, curriculum schedule, and mentor's guidebook to all mentors confirming their commitment and communicating expectations 1 comment
- Send letter to all parents confirming their mentors and communicating expectations 1 comment

- Create Excel spread sheet with confirmands and their parents with all their phone numbers, and mentors and their phone numbers
- Confirmand/Parent/Mentor Meeting [1 comment](#)
- Get Leader's Guide to Mentors
- Contact & Confirm each Mentor
- Ask students to submit names
- Send Letter to Families about Mentors
- Order Mentors' Guides
- Complete Facility Set Up Form for Confirmand/Parent/Mentor Meeting (<http://goo.gl/forms/XQRongSIOS>)

DECEMBER - SL Christmas Special

- Recruit and activate a Development Team for this [2 comments](#)
- Decide Objective & Direction for this Year's Christmas Special [1 comment](#)
- Develop Follow-Up Plans Necessary for Students who Respond
- Schedule Additional Rehearsals
- Develop Promotional Material/Video
- Full Production Rehearsal
- Follow Up for Students who Respond
- Decide Theme & Begin Making & Executing Plans (add to-do's and assignments here)
- Show Promo Video (and Hand Out Promo Material?)
- Show Promo Video (and Hand Out Promo Material?)
- Christmas Special
- Break Down & Clean Up
- Finish Clean Up
- Complete Courtyard Screen Request Form (<http://goo.gl/forms/ONI9ES7pVH>)

NOVEMBER - SL Operation Christmas Child

- Complete "Courtyard Screen Request" Form (<http://goo.gl/forms/ONI9ES7pVH>)
- Order Boxes, Video, and Brochures
- Set Date
- Secure HS Student Volunteers to Re-Pack Boxes and Transport
- Purchase Rubber Bands
- Develop and Provide Packing Instructions to Students/Families & to Leaders
- Show Promo Video at FUEL [1 comment](#)
- Show Promo Video at FUEL
- Re-Pack Boxes & Transport
- Plan for 40 minutes of box packing (not 45)

DECEMBER - CK Jesus Birthday Party