

## **CHILDREN'S DIVISION**

Responsible for providing children's workshops and mini-programs during the festival that will be educational and challenging. They should have a "missions" emphasis that teaches them about the diversity of people groups. The uniqueness of each culture and the need to reach out. The people resources should be encouraged to lead sessions that involve the children and allow them to participate as much as possible.

### **CO-ORDINATOR**

1. Chair the monthly divisional planning meetings.
2. Co-ordinate with the department leaders, the division responsibilities.

### **DIVISION SECRETARY**

1. Prepare with the Co-ordinator, the agenda for the Planning Meeting.
2. Record & distribute the minutes to the departments.

### **DEPARTMENT LEADERS**

1. **FRIDAY FIELD TRIPS FOR ages 10 to 13,**  
Contact & invite Christian Schools at least six months before the conference.  
Plan large group sessions as a way to bring everyone together both at the beginning and the closing.  
Create smaller groups that are close in age for holding educational workshops and involving the children in learning activities to enhance understanding and retention.  
Contact mission personnel to lead small group workshops. Plan & invite leaders for the large group sessions.  
Register each school attending and keep in contact during the year. Home school students must be registered as part of a group.  
When approaching the conference, keep schools well informed regarding arrival, the program, arrangements for food, and departure. Request feedback for evaluation.
2. **WEEKEND PROGRAM LEADERS** Give leadership in planning and facilitating the program during each of the weekend sessions:
  - a. **FRIDAY EVENING CHILDREN'S RALLY**
  - b. **SATURDAY MORNING CHILDREN'S PROGRAM**
  - c. **SATURDAY AFTERNOON CHILDREN'S PROGRAM**
  - d. **SATURDAY EVENING CHILDREN'S RALLY**
  - e. **SUNDAY MORNING CHILDREN'S PROGRAM**
  - f. **SUNDAY AFTERNOON CHILDREN'S PROGRAM**
3. **GROUP LEADERS:** Remain with assigned group of children during session, escort them to various activities and maintain control of them during entire session.
4. **HOSPITALITY TEAM:** Provide snacks/drinks for the children during specified times during the weekend.
5. **MATERIALS/SUPPLIES PERSON:** Determine needs for each session and arrange for procurement, delivery and collection of unused materials.
6. **REGISTRATION TEAM:** Register children as they arrive; provide parents with registration forms and pick-up information; provide for crowd control.
7. **WASHROOM PERSONNEL:** Follow safety guidelines to give general supervision to children going to washroom.

## **PRE-SCHOOL DIVISION**

Responsible for providing weekend workshops for young children, ages 3 to 5 years, during the Festival which will be educational and challenging. The "missions" emphasis should encourage children to reach out to others in practical ways. The people resources should be encouraged to lead sessions which involve the children and allow them to participate as much as possible.

### **CO-ORDINATOR:**

1. Chair the monthly divisional planning meetings.
2. Co-ordinate with the department leaders, the division responsibilities.

### **DIVISION SECRETARY**

1. Prepare with the Co-ordinator, the agenda for the Planning Meeting.
2. Record & distribute the minutes to the departments.

### **DEPARTMENT LEADERS**

1. **GROUP LEADERS:** Remain with assigned group of children during session, escort them to various activities and maintain control of them during entire session.
2. **HOSPITALITY TEAM:** Provide snacks/drinks for the children during specified times during the session.
3. **MATERIALS/SUPPLIES PERSON:** Determine needs for each session and arrange for procurement, delivery and collection of unused materials.
4. **PROGRAM LEADERS:** Give leadership in planning and facilitating the program during the assigned weekend sessions:
  - a. Friday evening
  - b. Saturday morning
  - c. Saturday afternoon
  - d. Saturday evening
  - e. Sunday morning
  - f. Sunday afternoon
5. **REGISTRATION TEAM:** Register children as they arrive; provide parents with pick-up information; provide for crowd control.
6. **WASHROOM PERSONNEL:** Follow safety guidelines give general supervision to children going to washroom.