



How to set up your classroom strategically | Show Notes

If you're in charge of a children's ministry program, these tips are for you! (And even if you aren't, these are still great practices to know and follow.) We'll be talking about setting up strategically so that your space works *for* you, not *against* you.

Apart from the quality of teaching, your classroom setup is one of the most important things that you have control over that can help your students learn. Our goal with this video is to give you crucial things to think through so that you can prevent as many distractions and disasters as possible.

01 Assess your space

1. Ask about what is allowed. Are food and drinks allowed? What can be moved around in the room as you set up? Also consider how you'll protect surfaces from messy activities. It's important to be respectful of the facilities if you are a guest there.
2. See what equipment you can borrow. Make a list of what you'll need to bring vs. what you can borrow on site (e.g., TVs, sound systems, tables, whiteboards, etc.)
3. Walk through and get situated. Locate the bathrooms, trash cans, exits, etc., then give your team a heads up so they know what to expect.
4. Identify potential distractions. Windows, doors, hallways, etc. can steal attention away during teaching time. Face children *away* from these distractions if possible.

02 Create boundaries and assign areas

Set up Small Groups along the edges of the room. Use signs and boundaries to mark where the children should go. Space them out so the noise level is not too loud.

Large Group boundaries indicate where children should sit. Arrange the audience so everyone can see comfortably and so the teachers can get to the stage as needed.

>>> Want more on this topic? | Suggested Resources

- Video | 5 Simple Classroom Rules: <https://youtu.be/MA9uBUbMaJs>
- Video | How to Handle Rowdy Students: <https://youtu.be/Xu7w-J3b2Os>
- Video | Child Protection Policy: <https://youtu.be/DuEWL6UgZ8A>

03 Set up the administration and entrance area

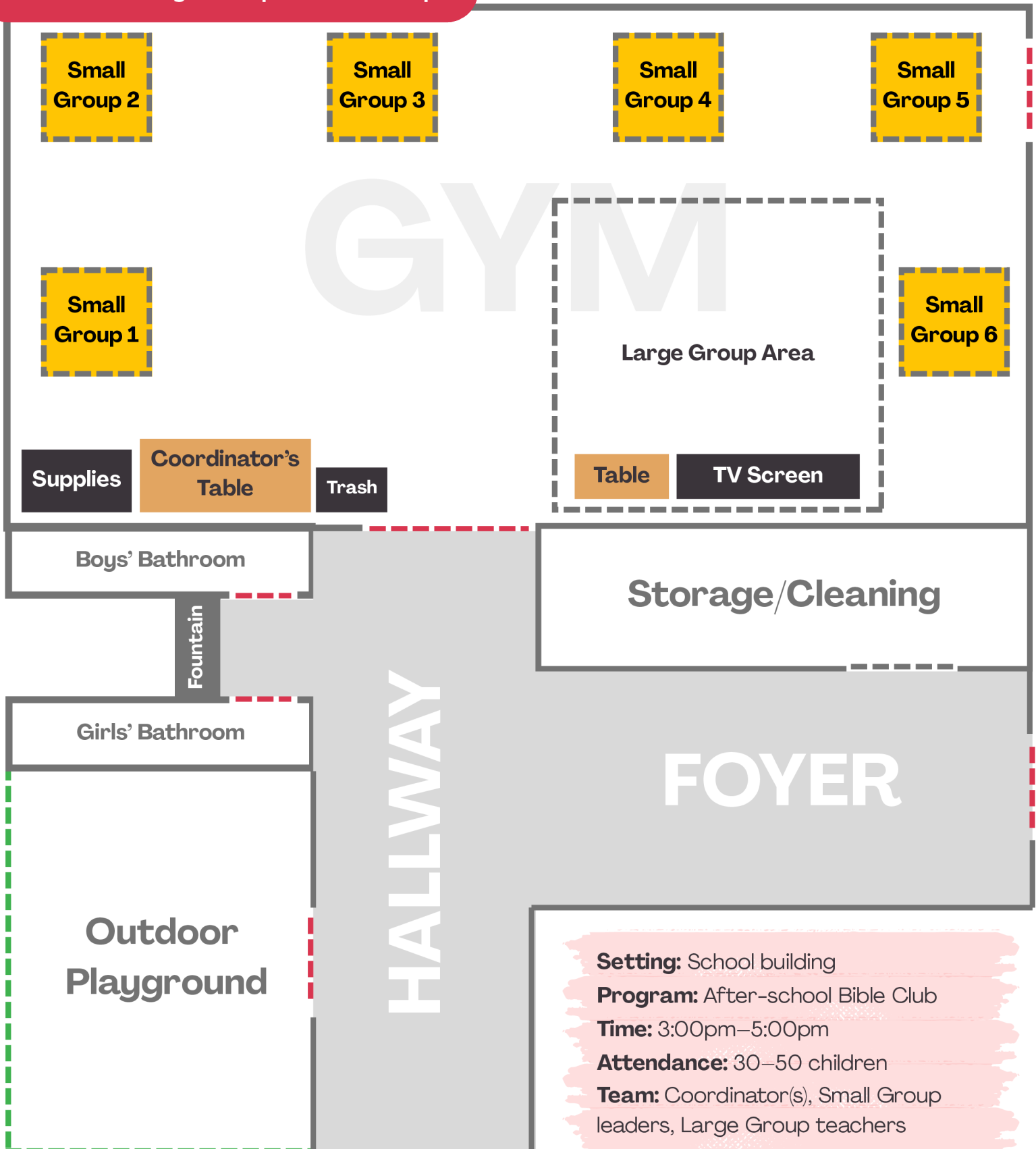
Keep important records and supplies handy here. Also set up the Check System in a spot that's convenient for the team. Create an orderly sign in/sign out system so that everyone who's attending is accounted for and can get home safely.

Once you're done for the day, leave the place better than you found it by cleaning up and putting things back where they belong.

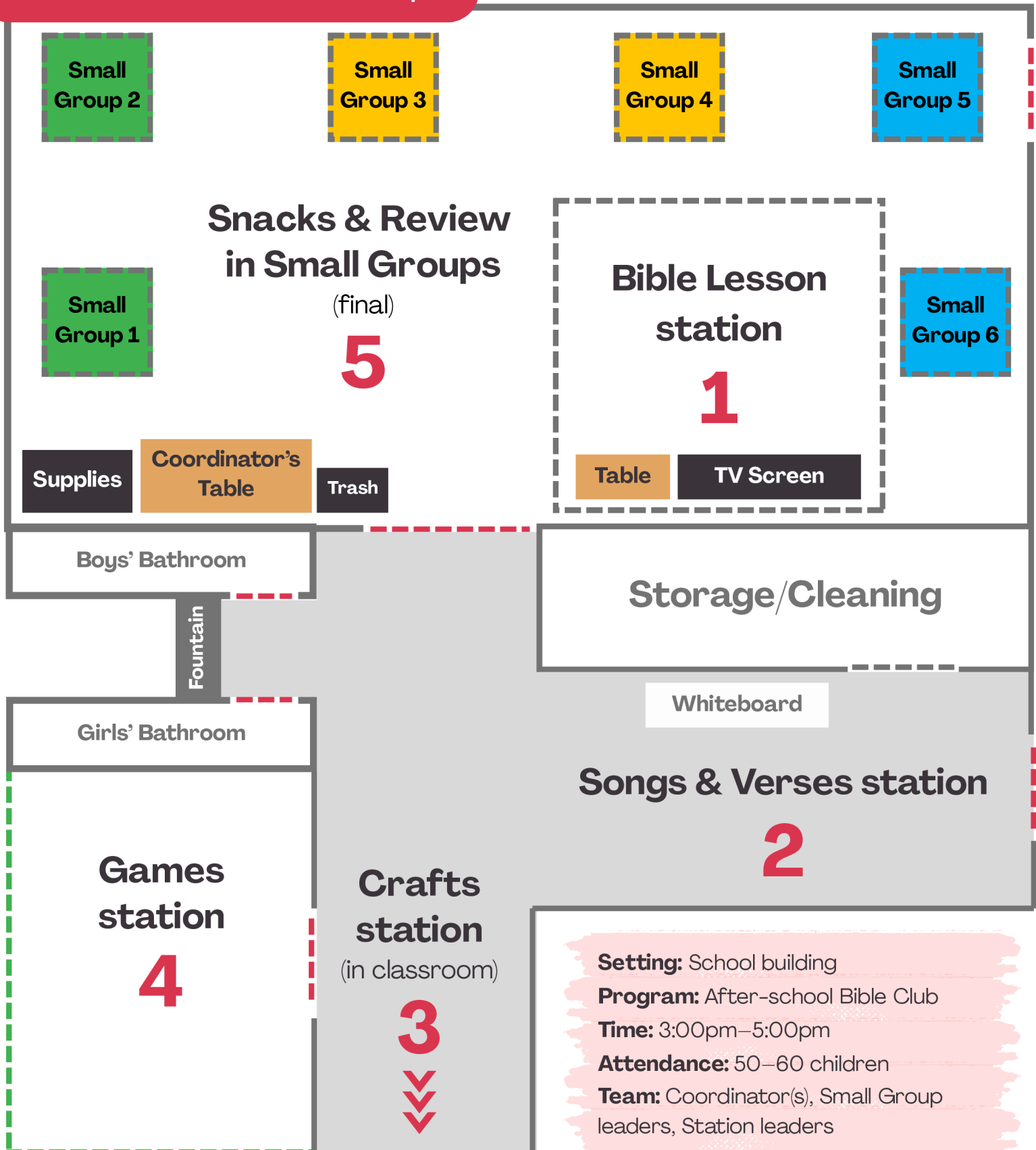
At the start, setting up requires you to think through a lot of things. Thankfully, once you and your team get in the rhythm, it becomes mostly automatic.

Sketch your space

VERSION 1: Large Group & Small Groups



VERSION 2: Rotations & Small Groups



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How effectively do I communicate important information to my team before class on a scale of 1 to 10?

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What distractions do I need to remove to optimize the children's learning experience?

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How does strategic organization and preparation affect my team and the children (and the building managers if applicable)?

My Action Step

➤➤➤ Want more? | Additional Resources

Congratulations on taking one more step in your journey of learning and personal growth!

THANK YOU for taking the time to invest in yourself today so that you can be a better children's ministry leader tomorrow.

THANK YOU for investing in the next generation and living in light of eternity.

We want to encourage and equip you for greater ministry impact, so please utilize the following resources!

“
If we stop learning
today, we stop
teaching tomorrow.
- Howard G. Hendricks
”

More training resources!

- Children's ministry training: www.youtube.com/@TrainingontheGoVideos/videos
- Devotionals: www.inthegap.org/edify/
- Courses: www.inthegap.org/resources/

Volunteer at an after-school Bible Club!

- What is a Bible Club: <https://youtu.be/WwcDxYMNleY>
- His life was changed at Bible Club: <https://youtu.be/Cx2EfuBlecM>
- Join the mission: www.mission414.net/

Fun & educational resources for kids!

- Christian puppet videos for kids: www.youtube.com/@InTheGapKids/videos
- Character lessons, videos, and downloads: www.inthegapkids.org/
- Character curriculum for kids' ministry: www.inspirecurriculum.com/

See what God is doing and get involved!

- Summer missions for youth: www.inthegap.org/operationimpactoverview/
- Facebook: www.facebook.com/inthegap.ok/
- Instagram: www.instagram.com/inthegapokc/
- Newsletter updates straight to your inbox: www.inthegap.org/subscribe/