

Youth Programme Checklist

(Luke 2:52-Informed: Physical, Mental, Social, Spiritual)

Pre-Arrival (60–30 minutes before)

- Room(s) are clean, unlocked, and safe
- Risk assessment reviewed / hazards removed
- Sign-in station set up (register, name tags, pens)
- Food/snacks prepped and set out
- Games/activities prepared and tested
- Tech (sound, lights, screen) tested
- Prayer as a team before opening doors

Arrival & Registration

- Leaders at door for warm welcome
- Teens sign in / attendance recorded
- First-time visitors identified & welcomed
- Emergency contact details available
- Wristbands or ID tags if needed
- Social & relational space ready (music, snacks, chill zone)

Opening Time (Icebreaker / Game / Connection)

- Physical activity / icebreaker that encourages inclusion
- Game supports social and/or mental engagement
- Team leaders aware of group dynamics
- Everyone feels noticed and involved

Main Content / Teaching Segment

- Teaching includes: Mental, Physical, Social, Spiritual engagement
- Illustrations or object lessons included
- Visuals/media ready and working
- Time for response, questions, or prayer

Small Groups / Reflection Time

- Groups pre-assigned or organically formed
- Questions printed or shared with leaders
- Enough space for privacy + attentiveness
- Leaders prompting deeper application
- Opportunity for individual prayer requests

Creative Response / Worship

- Activity or reflection space set up (writing, drawing, symbolic acts)
- Worship songs or prayer stations prepared
- Instructions clear, inclusive, and meaningful

Wrap-Up / Social Time

- Chill-out zone open for snacks / games
- Follow-up convos with newcomers / quiet kids
- Reminders given (events, parents, next week's theme)
- Dismissal organised, safe, and respectful
- Youth signed out by approved adult if required

Post-Session Lock-Up

- Rubbish cleared and bins emptied
- Dishes and food areas cleaned
- Lost property gathered
- Tech and lights turned off
- Doors and windows locked
- Final team prayer and debrief

