

Activity Director Duties

Children & Youth Christian Education
Community Mennonite Church of Lancaster

1. Please be in your room (Africa or Americas) 10 minutes before CE starts (9:50 a.m.).
2. Check the CMCL web site for the CE Elementary curriculum to see what the activity topic is for your date(s) and prepare the details and supplies for the activity.
3. There *should be* two activity directors in each room. **One** of you should assist the snack person with the children downstairs by the kitchen. Let the children know you are glad that they are there. Use as many of their names as possible.
4. Please note attendance on the sheet in the snack area.
5. Give the kids a "two minute warning" at @ 9:55 - let them know that they should be cleaning up their snack and getting themselves ready to go to their activity room.
6. Collect any offering that the children have brought and remind the children to wear their nametags.
7. At 9:58 am, guide the children to their activity room (either Africa or Americas), whichever room has the same color felt circle on the wall as their nametag.
8. If the children add anything to their journals, please remind them to write the date (or do it for them) on their entry.
9. When the activity is over, offer the children a "blessing" on their way out (tell them you're happy they were there, wish them a happy week, etc. - again, use their names if possible!).
10. If it is the first group, please ask them to line up quietly at the Asia room. Remind them that they are moving into a "sacred" space and should behave appropriately.
11. If it is the second group for the day, please collect their names tags and return them to the bulletin board in the snack area by the kitchen.
12. HAVE FUN!!!!