

Leadership Meeting Agenda

Making the Most of the Space We Have—All Leaders Together

Prepared by:

Wayne Poling, Senior Lead Sunday School Specialist, Leadership and Evangelism Training and Events, LifeWay Christian Resources

PREPARE:

Provide the following resources:

- Nametags, markers, large sheets of paper, masking tape, markerboard, dry-erase markers, CD Player and appropriate Christian praise CD, 1' x 1' cardboard squares; one per person
- Create a handout with these questions for Step 4:
 - Is this room the appropriate size, using the ideal square footage for your age group, for the number of people who attend plus 20% for anticipated new people? Is it larger than needed? Is it smaller than needed?
 - Is the room warm and inviting?
 - Are the chairs and table the appropriate height for the age group?
 - What equipment and clutter is in the room that's not essential? (tables, chairs, storage, old materials, etc.)
 - How does the room focus the attention of the learner to what is being taught?
 - Does the paint and light contribute to a positive experience?

Display the following resources:

- *How To Sunday School Guide*

Prepare the room for learning:

- Place the chairs in four semicircles, one per age group, with a large sheet of paper and marker in the middle of each group with the name of the age group at the top.
- Place nametags and markers on a table near where people will enter the room.
- Play an appropriate Christian music CD in the background.

PRESENT:

1. INTRODUCTION (10 min.)

Ask each person to complete a nametag as they enter. Hand each person a 1' x 1' square piece of cardboard and ask them to sit in the semi-circle designated for their age group.

Ask each person to hold up their 1' x 1' square. State: *That square is worth \$100, the average cost in the United States to build a square foot of Sunday School space. As faithful stewards your Sunday School must make the most of the space. Remember that \$100 square ultimately represents people.*

2. DISCUSSION (10 min.)

State that the atmosphere we create by the way we use our space can affect how we reach people. Direct groups to use the large sheet of paper to record responses to this question: *How can the space you have and how you use it affect reaching your age group?* Encourage responses. Examples might include: 1) In student and adult groups, guests are not likely to return if there are no seats available for them. 2) People are more likely to return if the atmosphere is warm, welcoming, and clean. 3) If the room looks like we anticipate them and welcome them, they are

more likely to feel wanted. 4) People are more likely to return if the space, equipment, resources, and visuals make the learning pleasant for them. 5) Clutter and extra equipment take up space that could be occupied by new people.

State that space, equipment, learning aids, and room atmosphere can affect the impact of teaching. Ask each age group to discuss: *How can the space you have and how you use it impact the effectiveness of your teaching?*

Encourage responses. Examples might include: 1) It is important that the room help focus the learners on what is being taught that day. Old resources, posters, and visuals can distract from the focus on what is being taught. 2) Chairs and tables of the incorrect size and height can make learning uncomfortable and distract children. 3) The correct use of space facilitates accomplishing the learning activities planned. 4) The room can immediately cause the learners to begin focusing on what is being taught that Sunday. 5) The way the room is set up and used can enhance relationships. 6) Improper temperatures can be a distraction. 7) Improper lighting can affect the mood of the room and even the ability to focus on what is being taught. 8) Visuals, props, and learning aids can enhance teaching.

3. ACTIVITY (10 min.)

State it is clear that space can impact the quality of the Bible study experience for children, students, and adults. In addition to the attractiveness and comfort of the room, you must consider square footage requirements.

Ask the preschool leaders to hold up their square. State you ideally need 35 square feet per preschooler. Follow the same process for each age group.

- Preschool—35
- Grades 1-6—25
- Students and Adults—12

Ask: *Why do children and preschoolers need more square feet per person?* Children are active and need to move around freely. Cramped space for preschoolers and grade-schoolers eliminates some of the effective learning activities that can be used to teach God's truths. Small spaces may aggravate discipline problems when kids are in cramped spaces for extended periods of time.

State that the church is not always able to provide the ideal space for each class, but as good stewards the Sunday School needs to make the very best use of the space available.

4. ACTIVITY (25 min.)

Instruct the groups to walk to the classrooms for their age group and pretend they are a first time visitor to their class. They are to visualize their class, items in the room, people, and the atmosphere in the room the prior Sunday. Distribute the handouts you prepared earlier and instruct participants to answer the questions.

Allow 15 minutes for groups to complete this activity. If they are not able to visit every room, ask them to visit a representative group of rooms. Ask groups to report what they discovered. As they report, list on the markerboard actions that could be taken to make the most of your space.

4. CONCLUSION (5 min.)

Thank everyone for being present. Close with prayer that our church would make the very best use of the space God has provided so that lives can be transformed.

Leadership Meeting Agenda

Making the Most of the Space We Have—Adults

Prepared by:

Alan Raughton, Lead Adult Ministry Specialist, Leadership and Evangelism Training and Events, LifeWay Christian Resources

PREPARE:

Provide the following resources:

- Nametags, markers, large sheets of paper, masking tape
- CD Player or other music source
- Praise music on CD or other format
- Markerboard and dry-erase markers
- Colored index cards (2 different colors)

Display the following resources:

- *Missionary Sunday School* by David Francis

Prepare the room for learning:

- Arrange chairs in a semicircle facing the markerboard.
- Place nametags and markers on a table near the entrance to the room.
- Place large sheets of paper on two different walls. Provide markers near each sheet.
- Place two different colored index cards in chairs. Rotate colors from chair to chair so that individuals sitting side-by-side are on different groups.

PRESENT:

1. INTRODUCTION (5 min.)

Play praise music from a CD or other music source as members enter the room. Have each person complete a nametag before finding a seat. Most of your leaders will know others in the room. However there may be some in attendance who are new. Welcome leaders to this training event.

Ask: *What is the one unchangeable element our church has related to teaching?* (Space)

Comment: *The square footage our church building occupies is what we have to work with. Lack of space or ineffective space can limit the ability of a class to reach people and teach them effectively. This session will help us explore ways to maximize the space we are allocated for Bible study.*

2. OWNERSHIP (10 min.)

Ask: *Who owns our church building?* (Responses may include our congregation or that the church is dedicated to the Lord.) Share with leaders that the building belongs to the entire congregation and exists for Kingdom work related to making disciples. Ask: *Who owns the classroom where your Sunday School group meets?* (No one person or class has ownership of a classroom.) Comment: *Classrooms should be utilized by the group that needs the space and can maximize the use of the room. For example, larger classes should be in larger rooms; smaller classes in smaller rooms. Senior adults may need to be closer to the Worship Center or to an entrance to the building. Young adults may need to be closer to the preschool area.*

3. EQUIPMENT AND FURNISHINGS (15 min.)

Brainstorm with leaders: *What equipment and furnishings are needed in an adult classroom?* Encourage leaders to dream about equipment and furnishings that would be ideal in their opinion. Record responses on the markerboard. (Responses may include chairs, podium/table for teacher, secretary table, CD player or music source, markerboard, dry-erase markers, table for refreshments, cabinet or shelves for supplies, bulletin board, etc.)

Ask: *Is there room in your classroom for everything listed?* (Not every class will need all the things listed.) Emphasize classrooms should be neat, organized, not cluttered. Ask: *Can effective teaching/learning take place if the space, equipment, and furnishings are not ideal? How?*

4. EFFECTIVE USE OF SPACE (25 min.)

Divide leaders into two groups based on the color of the card found in their chair. Direct conferees to gather at one of the large sheets of paper that you've placed on a wall. Groups are to diagram a room based on a primary teaching style. Diagrams should include placement of chairs, where the teacher will stand or sit, placement of table(s) for nametags, refreshments, storage, music source, etc.

Group 1: A teacher who wants active dialogue and participation from members.

Group 2: A teacher who primarily lectures or leads discussion-based class.

Allow time for discussion and work by groups. Debrief. Ask: *How does the room look? Is there room for people to gather in small groups or other activities?*

Share with leaders the setup of the room contributes much to the level of participation of members.

- Rows of chairs with a lectern=Teacher does most of talking; members listen.
- Chairs in semi-circle with teacher standing or sitting=Open communication with some discussion by class. Teacher still in charge.
- Chairs in circles with teacher moving around class=Lots of discussion with most everyone given an opportunity to share and participate in small groups.
- Sitting around tables=Communicates closed group, least effective use of space.

5. CONCLUSION (5 min.)

Remind leaders that God has provided wonderful facilities for reaching, teaching, and ministering to people. It is our responsibility to be good stewards of the space and furnishing He has provided. Close in prayer thanking God for the blessings of a facility to use for His glory.

Leadership Meeting Agenda

Making the Most of the Space We Have—Student

Prepared by:

Chuck Gartman, Youth Ministry Professor, Howard Payne University, Brownwood, Texas

PREPARE:

Provide the following resources:

- Nametags, markers, pencils/pens, four large sheets of paper, masking tape
- Multiple copies of *Missionary Sunday School* by David Francis (available as a free download at www.lifeway.com/davidfrancis).
- Prepare a handout titled Making the Most of the Space We Have. Creatively ask these three questions, leaving adequate writing space underneath each one:
 - What...Constitutes inconvenient space?
 - Why...Do we have to use it anyway?
 - How...Can we utilize it to our best advantage?
- Create an acrostic on the markerboard using the letters S, P, A, C, and E.
- Provide a CD player and a popular contemporary Christian CD. Play it as people arrive.

Display the following resources:

- *Missionary Sunday School* by David Francis.

Prepare the room for learning:

- Arrange chairs in groups of four or five.
- Stand four tables on their ends, place them in different areas of the room, and tape the large sheets of paper to the tables. Supply a marker for each large sheet of paper.
- Place a copy of *Missionary Sunday School* on the piano where the music normally sits. Stack the individual copies in each group.
- Supply copies of the handout you developed, one for each chair. Place in the center of the chairs, along with enough pens/pencils for each person

PRESENT:

1. INTRODUCTION: WHAT CONSTITUTES INCONVENIENT SPACE? (20 min.)

As people arrive, instruct them to choose one of the large sheets of paper in the room and begin recording what constitutes inconvenient space. Explain that today we will answer some questions about how we can make the most of the space that we have.

After five minutes ask each group to share what they have on their sheets. Give them time to elaborate.

Share some other things that make a space inconvenient:

- It's a gym and you have to share the room with another group because you are in multiple Sunday Schools.
- It's off campus.
- It's shared with a different age group (an adult space becomes a student space; a children's space becomes a student space, etc.).
- It's space used by others during the week.

- It's an auditorium (not designed for education space).
- It's a bathroom (yes, I have had Sunday School for students in a large bathroom).
- It's a storage area.
- It's in a stairwell.
- It's a kitchen.
- It's not heated or air-conditioned.
- There's a noise factor because the walls are too thin or you have portable walls.

Ask: *Does inconvenience always mean impossible? Explain.*

2. WHY DO WE HAVE TO USE IT ANYWAY? (15 min.)

Call on two volunteers to read Matthew 28:18-20 and Mark 16:15. Ask the group: *What is one of the obvious answers to the question, "Why do we have to use it anyway?"* (Because Jesus commanded us to make disciples and to teach them to observe what He has told us.)

Share additional ways to contribute to making the most of the space we have:

- The need to reach people in our community with the gospel
- The lack of funds for remodeling; instead make inexpensive cosmetic repairs like paint, removing carpet, staining concrete floors, etc.
- Greater priority in other areas of the church
- Not enough useable space on campus

Remind learners that Flake's formula works. Direct them to pages 45-46 in *Missionary Sunday School*, to the section titled "Flake's Formula Still Works." Invite them to read that section silently. Also point out additional insight about Student Sunday School and space on pages 50-51 and 56-58.

3. HOW CAN WE UTILIZE IT TO OUR BEST ADVANTAGE? (20 min.)

Invite the group to create an acrostic using S, P, A, C, and E to detail how we can make the best use of the space we have. Allow them to share their thoughts. Record them on the markerboard.

Highlight these points if they aren't mentioned:

- Sensitivity—Encourage leaders to regard the needs of the whole church, the students, student workers, and others who may use the same space.
- Possibilities—Explore areas around the church, brainstorm with workers and others to find additional space and to best use the space available.
- Adapt—Be flexible. Students will mimic your attitude. Focus on what we can do instead of what we can't do.
- Creative—Consider these ideas: 1) Using tables on end for added "wall" space; 2) Adapting large appliance boxes for storage or shelves; 3) Sitting on the floor; 4) Meeting in homes occasionally; 5) Using portable bulletin boards and rolling file boxes. Ask for additional suggestions.
- Effort—Remind conferees that the bottom line is it takes work to make the space work and it takes consistent effort to keep it clean, change it up, and use the space as a learning tool—but it can be done!

5. CONCLUSION (5 min.)

Pray together. Ask for prayer requests. Offer praise to God for the space that we have. Ask for discernment from Him in how we can best use our space and how we can find additional space.

Leadership Meeting Agenda

Making the Most of the Space We Have—Childhood

Prepared by:

Klista Storts, Childhood Ministry Specialist, Childhood Ministry Training and Events, LifeWay Christian Resources

PREPARE:

Provide or prepare the following resources:

- Nametags, markers, pencils, large sheets of paper
- Grocery bags (one for each conferee)
- Scavenger Hunt list that includes: dried-up markers; broken toys; old curriculum; torn books; stacks of construction paper; fantasy puzzles/books; puzzles with missing pieces (or pieces missing a puzzle); old magazines; ink pens that don't write, etc.
- Write the following words at the top of three large sheets of paper:
 - Wall Space
 - Shelf Space
 - Resources

Display the following resources:

- *Missionary Sunday School* by David Francis
- *Kids Ministry 101: Practical Answers to Questions About Kids Ministry*

Prepare the room for learning:

- Arrange chairs in a semi-circle facing the front of the room.
- Place nametags by the door or in chairs.
- Hang the three sheets prepared above on the wall at the front of the room.

PRESENT:

1. INTRODUCTION – TRADING SPACES (15 min.)

Share: *Many of you have seen the show “Trading Spaces.” On this show, two families agree to trade their houses and entrust each other with decorating their space. Each family has full reign over what is done to the other’s house and must relinquish all rights to what is done to its own. We’re going to play a similar game as we discuss Preschool and Children’s classroom space.*

Divide attendees into three groups. (If you have enough people for six groups, designate three groups as Preschool and three as Children. Specify a particular age within Preschool or a grade in the Children’s area.) Provide a large sheet of paper for each group. Share the following directions:

You have two minutes to write down everything you think must be in a Children’s classroom. After two minutes, you will “trade spaces” with the group next to you by trading your lists. Each group will then have one minute to look over the list and add or subtract anything they want. After one minute, you will trade again with the next group, and add or subtract anything you want from that list. After time is up, we’ll gather the lists and discuss the results.

After the last trade, discuss what was left in the classrooms and what was removed. Ask the groups to share the reasoning for their decisions. Add any additional items that may have been overlooked. (For more information, refer to the CD-ROM in *Kids Ministry 101: Practical*

Answers to Questions About Kids Ministry. This includes information about basic equipment and other suggestions for Preschool and Children's Education Space.)

2. SPACE INVADERS (25 min.)

Share: We've talked about items that you might not keep consistently in your room each week. There are lots of other "space invaders" that can take up valuable space in your classroom. All this clutter can lead to chaos—for you and the kids!

Hand out a grocery bag and Scavenger Hunt List to each conferee.

We're going to identify and get rid of some of those invaders by going on a scavenger hunt. You have received a list of items that are possibly hiding in your room. Take a bag, your list, and a partner. Go to your classroom to see how many of these you can find. Fill your bag and bring it back here. You have 15 minutes for this task. The team that finds the most items wins!

Once the groups have returned from the hunt, go through the bags and declare a winner. Discuss the items found and the benefits of cleaning classrooms regularly. (Possible answers include: materials can be kept in a common area so that more people can use them, safety issues, more satisfaction for the kids when they have reliable supplies.)

3. TRANSFORMING YOUR SPACE (15 min.)

Comment: Another reason for cleaning up is because multiple ministries use our classrooms. A Sunday School room is transformed into a Children's Choir room, a Missions room, a Weekday Preschool room, and so forth. We need to share our space amicably with each other!

Refer to the three large sheets on the wall. Ask the group for suggestions of ways to share wall space, shelf space, and resources with other ministries. Remind the group that flexibility is crucial as we work with others.

4. CONCLUSION (5 min.)

Stress the importance of our teaching environment. It belongs to the church and the children—not the teachers. Thank them for all their work and close in prayer.