



Accredited Africa Training Institute for Capacity Development

Unit FO409, Hatfield Plaza · 1122 Burnett St, Hatfield 0028 · Pretoria, Gauteng · South Africa

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COURSE BROCHURE

Children's Ministry Management For Church Leaders Training

Human and Social Studies / Religious and Ethical Foundations of Society

Unit Standard 116753 · NQF Level 4 · 15 Credits · 12 Days

COURSE OVERVIEW

This course equips church leaders with the skills to effectively manage children's ministry programmes, ensuring they are safe, spiritually nurturing, and administratively sound. Participants will learn to design age-appropriate curricula, recruit and train volunteers, and implement policies that align with legal and organisational requirements.

Category	Human and Social Studies
Subfield	Religious and Ethical Foundations of Society
Unit Standard	116753
Accreditation	SAQA Accredited · NQF Level 4 · 15 Credits
Duration	12 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply principles of child development to design age-appropriate spiritual learning activities.
- Implement safeguarding policies and procedures to ensure a safe environment for children.
- Evaluate the effectiveness of children's ministry programmes using feedback and observation.
- Design a volunteer recruitment and training plan tailored to children's ministry needs.
- Demonstrate effective communication strategies for engaging parents, volunteers, and church leadership.
- Analyze legal and ethical requirements for managing children's ministry, including child protection laws.

WHO SHOULD ATTEND

- Church pastors, children's ministry directors, youth leaders, and volunteers responsible for overseeing or coordinating children's ministry activities in a church or faith-based setting.

COURSE OUTLINE

Day 1: Introduction to Children's Ministry Management

- Definition and purpose of children's ministry.
- Biblical foundations for children's ministry.
- Overview of management functions: planning, organising, leading, controlling.
- Legal requirements: Children's Act, safeguarding policies.
- The church leader's responsibilities and accountability.

Day 2: Strategic Planning for Children's Ministry

- Vision and mission development.
- Goal setting: specific, measurable, achievable, relevant, time-bound.
- Strategic planning process: assessment, planning, execution, evaluation.
- Resource identification: human, financial, material.
- Case study: planning a quarterly children's program.

Day 3: Organisational Structure and Roles

- Types of organisational structures: hierarchical, flat, matrix.
- Role clarity: coordinator, teachers, assistants, administrative support.
- Job description writing.
- Communication protocols: meetings, emails, messaging apps.
- Team building and collaboration.

Day 4: Volunteer Recruitment and Retention

- Identifying volunteer needs and creating role profiles.
- Recruitment channels: church announcements, social media, personal invitations.
- Screening: interviews, reference checks, background checks (SA law).
- Training programs: orientation, ongoing development.
- Recognition and retention strategies.

Day 5: Curriculum Development and Lesson Planning

- Criteria for curriculum selection: theological accuracy, developmental appropriateness.
- Curriculum mapping: scope and sequence.
- Lesson plan components: objectives, materials, introduction, activities, conclusion.
- Learning styles: visual, auditory, kinesthetic.
- Assessment: informal checks, feedback, progress tracking.

Day 6: Child Safety and Safeguarding Policies

- Overview of the Children's Act 38 of 2005.
- Elements of a safeguarding policy: code of conduct, reporting, response.
- Risk assessment: identifying hazards in ministry settings.
- Training on abuse prevention and recognition.
- Emergency procedures and first aid.

Day 7: Financial Management and Budgeting

- Budgeting process: estimating costs, allocating resources.
- Income sources: church allocation, donations, fundraising.
- Expense tracking: receipts, ledgers, reports.
- Financial policies: separation of duties, approval limits.

- Fundraising ideas: events, sponsorships, grants.

Day 8: Event Planning and Logistics

- Event planning cycle: concept, planning, execution, evaluation.
- Logistics checklist: venue booking, equipment, supplies.
- Risk management: insurance, waivers, safety measures.
- Volunteer roles during events.
- Post-event evaluation: feedback forms, debriefing.

Day 9: Communication and Marketing

- Communication plan: target audiences, key messages, channels.
- Internal communication: newsletters, announcements, social media groups.
- External marketing: flyers, website, community outreach.
- Branding: logo, colours, consistent messaging.
- Crisis communication: handling complaints and misinformation.

Day 10: Spiritual Formation and Discipleship

- Stages of faith development in children.
- Discipleship models: mentoring, small groups, family integration.
- Teaching methods: storytelling, worship, prayer, service projects.
- Resources: Bible study materials, devotionals.
- Measuring spiritual growth: observation, self-reflection, parent feedback.

Day 11: Monitoring, Evaluation, and Continuous Improvement

- Key performance indicators: attendance, engagement, satisfaction.
- Data collection tools: surveys, attendance records, observation forms.
- Data analysis: trends, strengths, areas for improvement.
- Reporting: dashboards, reports, presentations.
- Continuous improvement cycle: plan-do-check-act.

Day 12: Integration, Leadership, and Future Planning

- Review of course themes and integration.
- Leadership styles and self-assessment.
- Building a team culture of excellence.
- Strategic roadmap: short-term and long-term goals.
- Final project: present a children's ministry management plan.
- Peer and facilitator feedback.

ASSESSMENT & CERTIFICATION

Delegates are assessed through exercises and a final test. A mark of **50% or above** earns an **AATICD Certificate of Completion**, issued digitally with a unique verification code. This course carries **15 NQF credits** at **NQF Level 4**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 41,000.00	R 41,000.00
1	In-House	R 53,300.00	R 53,300.00
1	On-Campus (Pretoria)	R 61,500.00	R 61,500.00

UPCOMING SESSIONS

Start	End	Method	Venue
10 Aug 2026	25 Aug 2026	On-Campus	Durban, South Africa
10 Aug 2026	25 Aug 2026	On-Campus	Mauritius
11 Aug 2026	26 Aug 2026	On-Campus	Cape Town, South Africa
12 Aug 2026	27 Aug 2026	On-Campus	Dubai, UAE
13 Aug 2026	28 Aug 2026	On-Campus	Pretoria, South Africa
14 Aug 2026	31 Aug 2026	On-Campus	Abu Dhabi, UAE
17 Aug 2026	01 Sep 2026	On-Campus	Shenzhen, China
18 Aug 2026	02 Sep 2026	On-Campus	Dubai, UAE

Contact us if no suitable date is listed – on-demand sessions can be arranged for groups.

HOW TO GET A QUOTE OR APPLY

- 1. Get an instant quotation online:** visit www.aaticd.co.za, open the page for this course (Unit Standard 116753) and click **Get A Quote / Apply**. Select your training method and number of delegates – your quotation is generated immediately and emailed to you with the course brochure attached.
- 2. Apply by email:** send the course title, your preferred training method (Online, In-House or On-Campus Pretoria), the number of delegates and your preferred dates to apply@aaticd.co.za – our team will reply with a formal quotation.
- 3. Apply by phone or WhatsApp:** call +27 12 004 8389 or WhatsApp +27 65 077 6310 and we will prepare your quotation and reserve your seats.
- 4. Confirm your booking:** accept the quotation and settle the invoice. As soon as payment is confirmed your delegates are enrolled and receive their AATICD LMS login details by email, along with joining instructions for their chosen training method.

Group discounts apply automatically – the more delegates you enrol, the lower the price per delegate. No payment is required to request a quotation.

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