

Promotion Sunday Checklist

Promotion Sunday helps kids and families start the new ministry year with confidence and joy. Here is a Promotion Sunday Checklist to help get you started!

Create a Plan

- ☐ Decorate spaces in fun, celebratory ways
- ☐ Plan age-specific surprises (e.g., Bibles, devotionals)
- ☐ Evaluate classrooms and volunteers
- ☐ Move or recruit leaders as needed

Communicate Clearly

- ☐ Send emails and text messages to families
- ☐ Share where to go and what to expect
- ☐ Create clear, welcoming signage

Finalize Rosters and Systems

- ☐ Update class lists
- ☐ Confirm check-in systems are current
- ☐ Review safety procedures
- ☐ Fix, update, or replace anything needed

Equip Leaders

- ☐ Gather leaders to share insights about kids moving up
- ☐ Communicate the full Promotion Sunday plan
- ☐ Ensure leaders know where to be
- ☐ Encourage and support leaders in their roles

Prepare Spaces and Experiences

- ☐ Update rooms for new age groups
- ☐ Adjust supplies and curriculum
- ☐ Create a welcoming, age-appropriate environment

Engage Kids

- ☐ Talk with kids about the upcoming transition
- ☐ Introduce new teachers and classrooms ahead of time

Plan for First Impressions

- ☐ Schedule extra volunteers at check-in
- ☐ Anticipate confusion or bottlenecks
- ☐ Be visible and available for families and leaders

Arrange Follow-Up

- ☐ Send follow-up email to families
- ☐ Invite feedback and questions
- ☐ Appreciate volunteers
- ☐ Capture what worked and what didn't

Add Fun Opportunities

- ☐ Provide time for families to connect (games/snacks)
- ☐ Host a family event
- ☐ Set up a photo booth
- ☐ Include "My First Day of ____ Grade" photo props
- ☐ Plan prizes or giveaways
- ☐ Invite pastors to meet families at check-in

Promotion Sunday is more than a transition—it's a chance to build trust with families and create momentum for the ministry year.