

## Parent Child Dedication Process

Date of Dedication: \_\_\_\_\_

Campus: \_\_\_\_\_

### 4-6 months before Parent Child Dedication

- Choose date, time & location with respect to CCC calendar
- Choose 2 Orientation dates, preferably the 2 weeks before dedication Sunday

### 6-8 weeks before Parent Child Dedication

- Put dates in program (Orientation and Dedication Sunday)
- Put Dedication Sunday date on website
- Announce in services (3-4 weeks)
- Place sign-up sheet at Sign Ups table for Orientation
- Place Child Information cards at table with sign up
- Plan to announce and promote Parent Child Dedication at KidStuf if possible
- Line up photographer to take pictures of families the day of Parent Child Dedication
- Order Bibles for kids
- Order parchment paper for certificates
- Order envelopes for certificates and picture mailings
- Who will lead Parent Child Dedication Orientations? \_\_\_\_\_
- Who will meet families the morning of to walk them through the day? \_\_\_\_\_

### Weekly leading up to Parent Child Dedication

- Follow up with everybody who signs up to confirm details and answer questions

### Parent Child Orientations

- Use Parent Child Dedication Orientation document as agenda for meeting
- Prepare packets for parents including everything on the agenda

### 1-2 Weeks before Parent Child Dedication

- Prepare Parent Child Dedication materials
  - Video or slides with children's names
  - Program insert with commitment reading and children's names
  - Bibles with children's names in them
  - Certificates printed for each child
- Call or send email reminder to all families with specific details

### Day of Parent Child Dedication

- Meet families 30 minutes before each service to give them the Bible & certificate, to go over the details of the service and for pictures

### After Parent Child Dedication

- Print pictures of families (if done in-house)
- Update Parent Child Dedication attendance in PDS
- Write and print follow up letter for each family and mail it along with their picture