

# Resource Rescue!

Help in organizing Children's Resources

Help! I've got all this stuff!  
What do I keep?  
How do I save or store what I keep?



Appropriate resources can help teachers and children do a better job of teaching and learning. More and more resources are available all the time and even more will become available in the future.

We need to be good stewards of the resources we have, but with all the materials that are available, most of us need help in organizing children's resources.

Here are some possible answers to questions many teachers have.

## "Where do I begin?"

Many workers will need to start by cleaning. Clean out files. Discard materials that are inappropriate, outdated, or damaged beyond repair.

Clean off shelves. Clean out cabinets. Throw away or give away everything you know you will not use.

Work with other leaders who share the space and resources available to you. Decide together what to save and what to throw away.

## "What do I save?"

Evaluate items to save based on your needs, storage space, usability, practicality, and safety.

Here is a short list of resource materials you may want to save/store:

books, CDs, audiocassettes, videos, games, puzzles, pictures, leader pack items, periodicals, and musical instruments.

Make a list of things you want to collect or save.

## "Where do I store my resources?"

A children's resource center is a great idea if your church is large enough and you have the space. Bringing all these resources to one place will help you keep from duplicating expensive items that can be shared.

Find an accessible closet or small storage room and enlist a coordinator. Organize your center around categories of resources: music, games, art

materials, teaching aids, and so forth.

Use small containers like plastic boxes with lids, cardboard boxes, or plastic dishpans to store small or odd-sized materials.

Label the containers and place them on shelves in the appropriate area. Store lightweight items highest up and heavier items lower down on shelves.

Put casters on files stored on the floor beneath built-in shelving so you can roll them out for easier use. Place heavy boxes on plant caddies so they can be rolled out.

You may need a simple check out system or suggestion box to help you monitor supplies.

From using resources to research facts—to expressing those facts through art, drama, writing, discussion, games or music—resources play an important part in involving children in learning.

### “What if I don’t have that much room?”

Many churches have little extra room or money. Be creative!

See how many of your resources can be better placed in the church library. Store resources in your department or classroom using files, shelves, and containers. A built-in wall cabinet can be a great help. Put shelves on the back side of a bookrack. Create a resource “table” in your room.

There are many possible solutions to limited space and budget throughout this booklet. Adapt ideas to your situation.

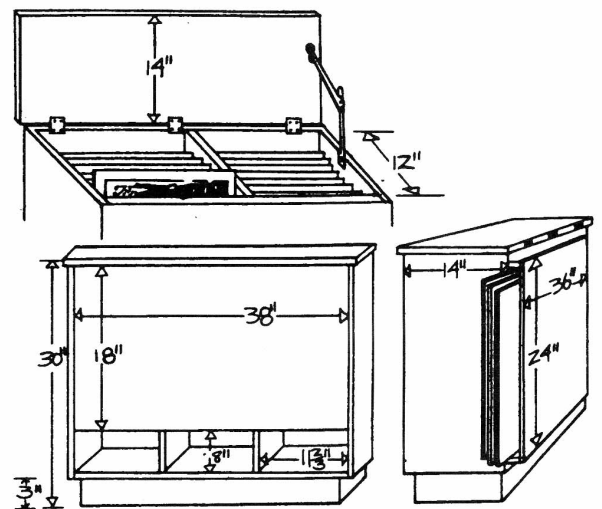
### “What can I do with Teaching Pictures?”

#### Filing Teaching Pictures. . .

You can build this picture-poster file which will serve a multiple purpose. It has two sections for filing pictures, a compartment for filing posters, and storage space at the bottom. Provide one file per room to be used in cooperation with other organizations using the room. Or place one file in a resource center. Add casters to allow you to move the file from room to room.

#### Picture-Poster File

Filing teaching pictures does not have to be complicated. If you have a professionally made picture file—great! If not, have someone in your church make one like the one shown on this page. Or simply get two boxes large enough to hold your pictures. Cut section dividers from lightweight cardboard.



Each picture in the teaching picture sets has been given a category designation. The categories are printed on labels here. Make a copy and cut apart the labels. Glue each label to a divider. File pictures behind the appropriate heading.

**1. BIBLE TIME AND PLACES**

Temple/Tabernacle/Synagogue, Religious Life and Customs, Places, Home Life, Modern-Day Palestine, Social and Economic Life

**2. BIBLE, HISTORY OF**

Writers, Translators, Scribes, Translations, Printing, Distribution

**3. OLD TESTAMENT: CREATION THROUGH MOSES**

Creation, Noah, Abraham, Isaac, Jacob, Joseph, Moses, Tower of Babel

**4. OLD TESTAMENT: JUDGES AND KINGS**

Joshua, Samuel, David, Solomon, Other Judges/Kings

**5. OLD TESTAMENT: PROPHETS**

Elijah, Isaiah, Elisha, Nehemiah, Daniel, Jeremiah, Jonah, Other Prophets

**6. OLD TESTAMENT: OTHER STORIES**

Ruth, Esther

**7. NEW TESTAMENT: JESUS' BIRTH AND CHILDHOOD**

Annunciation, Nativity, Shepherds, Wise Men, At Home in Nazareth, Presentation at the Temple, With the Temple Elders

**8. NEW TESTAMENT: JESUS' MINISTRY**

Baptism, Temptation, Healing, Other Miracles, Teaching and Preaching, With the Twelve, Zacchaeus, Mary/Martha/Lazarus, With the Children

**9. NEW TESTAMENT: JESUS' PARABLES AND STORIES**

Prodigal Son, Sower, Good Samaritan

**10. NEW TESTAMENT: JESUS' LAST DAYS**

Entry into Jerusalem, Cleansing the Temple, Widow's Mite, Lord's Supper, Gethsemane, Trial and Crucifixion, Easter Morning, Resurrection Through Ascension

**11. NEW TESTAMENT: EARLY CHURCH**

Pentecost, Jerusalem Church, Saul's Conversion, Paul, Peter, Stephen, Philip, Timothy, Other Early Church People

**12. CHILDREN AND LIVING**

Friends, Health and Growing, School, Helpful Children, Choice-making Situations

**13. COMMUNITY HELPERS**

**14. FAMILY**

**15. GOD'S WORLD: NATURE**

Animals, Land, Sky

**16. GOD'S WORLD: SCIENCE**

**17. HISTORY: PEOPLE AND EVENTS**

**18. HOLIDAYS**

**19. MAPS**

**20. MISSIONS**

Missionaries, Mission Activities, Witnessing

**21. MODERN CHURCH LIFE**

Church Services, Department Activities, Church Helpers

**22. MUSIC**

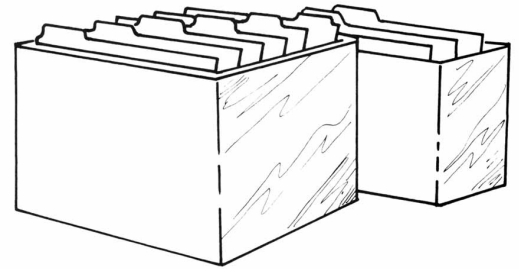
**23. PRAYER AND WORSHIP**

Church, Family, Personal

**24. MIXED SUBJECTS**

## Duplicate Pictures. . .

Use duplicate pictures for picture puzzles, giant story books, picture-strip puzzle books, figures for stick puppets, stand-up characters, and kamishibai stories (stories in a box). If you have lots of duplicates, share with a new church, a mission, or North American or International missionaries.



### Pictures

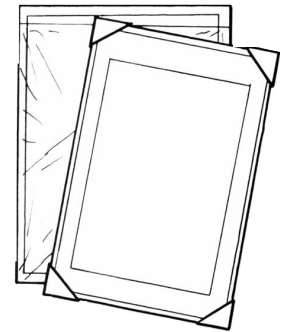
permit a better understanding of the appearance of people, places, and things related to Bible events.

## Making a Picture Holder. . .

A picture holder makes it easier to handle the picture on Sunday morning. Make a simple holder by cutting a piece of corrugated cardboard slightly larger than your picture. Make a sleeve by covering the cardboard with clear plastic.

Leaving the plastic a little loose, fold it over on three sides, and tape it to the back. Leave the fourth side open so you can slide pictures in and out.

Make a different temporary mount by taping construction paper across the corners of a piece of cardboard. The mount works like an old-fashioned photo album.



## "How do I file my Leader Pack items?"

No one system is perfect for everyone, but here are three approaches that have helped many workers.

1. Start with the filing system you have started for your teaching pictures. Most resource items could be placed in this system. Look at the headings. Some pack items will file easily under Bible Times and Places, Bible History, Maps, Music and so on.
2. Plan separate filing boxes for pack items. You might choose to mount charts or gameboards on heavy stock. Consider color coding the mounts: yellow for grades 1-2, red for grades 3-4, blue for grades 5-6, and green for games appropriate for all ages.  
Place gameboard accessories like spinners, buttons, beanbags, and questions, in manila envelopes or self-sealing plastic bags and attach them to the backs of the mounts or store them in separate boxes. Many of the same headings and subheadings suggested for the teaching picture file can be used again.
3. Find two or more boxes large enough for filing pictures. Label each box for a particular subject area—for example: Old Testament materials. Use section dividers to separate each type of resource you store (games, puzzles, maps, music, and so on). All the resources stored in that box relate to that subject.

## CDs and Audiocassette Tapes

The quarterly CDs included in leader packs can be stored in a box. Place each CD and its accompanying listing of songs in a self-sealing plastic bag.

## Overhead Cels

Overhead cels serve a variety of purposes. Teacher-made cels are great for maps, teaching instructions, diagrams, choral readings and more.

Children also enjoy making cels. Keep blank cels and special cel markers on hand.

Cels you want to save can be stored in their original box. Slip a plain sheet of paper between cels to keep them from sticking.

Even better, tape each cel on a cardboard mount and mark it with a file number. Place mounted cels back in the mount box and list cels on the outside of the box.

Teachers use resources to add variety and interest, and to motivate children to learn Bible facts and apply Bible Truths to their lives.

## Videotapes

Make file cards for videotapes listing the title and subject of each tape. Videotapes for training teachers are valuable tools.

## Leadership Articles

File folders or three-ring binders with dividers work very well for articles you cut or copy from *in mINistry with kids*, or from other sources. Label the folders or dividers according to topics or subjects.

Teachers use resources to increase their understanding of the Bible, of the children, and of teaching.

*"Can you help me with bulletin boards?"*

A focal area is used to display unit-related visual resources. Using the unit title banner, teaching pictures, and memory verses, provided in the leader pack help to focus attention on the unit Bible study theme.

## Hints for a department or class:

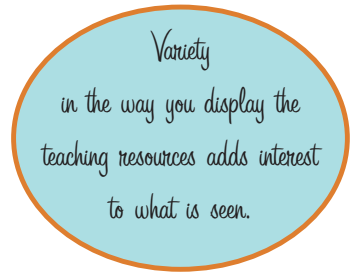
- Keep the display simple.
- Use colors to enhance the leader pack items and teaching pictures.
- Occasionally extend some items beyond the edges of your board to create interest or to achieve a particular visual effect.
- Space the items for visual balance.
- If no permanent wall is available, find an alternative. Use a fold-out pattern board, the back of a shelf unit, the back of a piano, or even a large cardboard box.
- Occasionally mount materials on cardboard spacers to create a 3-D effect.

## Division Bulletin Boards

Placed in the hall, these bulletin boards provide an opportunity to:

- promote upcoming events for parents and children
- display Bible-study work done by children
- display pictures of guests and new members
- advertise special themes, and more.

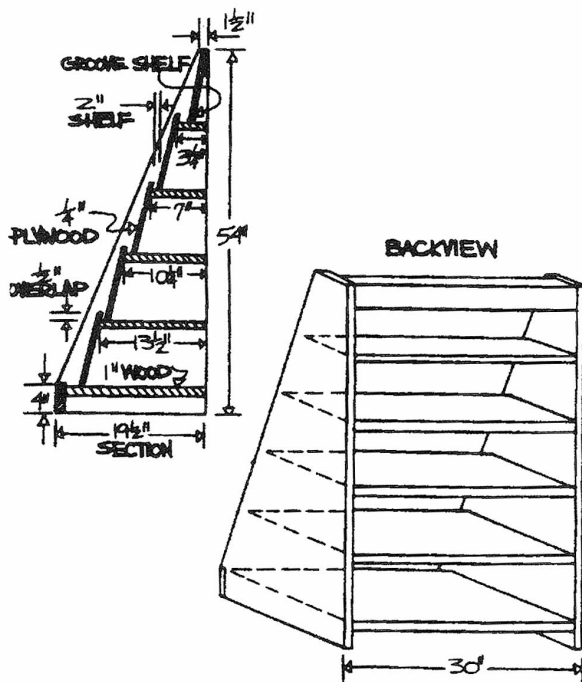
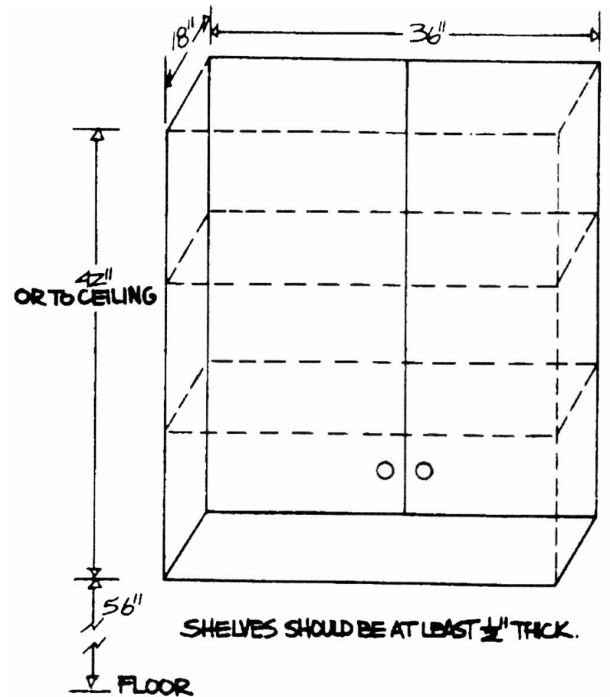
Keep the board current. Create an attractive design. This is a place to be creative!



## "Can we build our own equipment?"

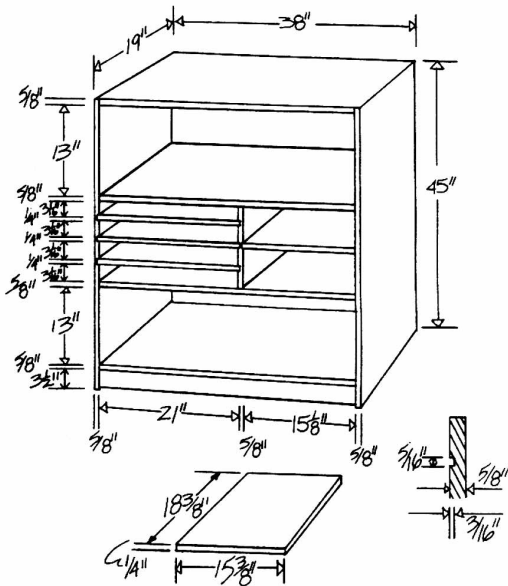
### Closed storage cabinet

Hang storage cabinets on the walls. If wall space allows, provide one cabinet for each organization which meets in the room. Shelves should be adjustable. Door catches placed at the bottom of the doors eliminate the need for a center support.



### Bookrack

A bookrack, with slanted shelves on one side and flat shelves on the other, can serve the dual purpose of displaying books and providing shelf space for materials where children can reach them easily. It should be 42 to 46 inches high and 30 to 42 inches wide.



## Open front shelves

These movable sets of shelves are used for work materials, such as art supplies. When space permits, two or three sets of shelves are recommended per department. They should have closed backs and solid bases.

The dividers on the middle shelf are removable. They provide for organization of various sizes of paper. They may be removed, if desired.

## Creative solutions to limited budget/space/time

- Use self-sealing plastic bags to store puzzle pieces. Put a card in the bag which tells how many pieces should be there and how to use the puzzle.
- Make lapboards out of plywood (sand the edges!) or heavy cardboard, if you do not have tables or enough space.
- Children can sit on carpet squares as a substitute for chairs. Stack the squares when you are not using them.
- Use a window sill for a bookshelf on Sunday. (Remove books during the week to avoid sun damage.)
- If you have no supply shelves, display the materials children need this Sunday on a table, in a box, on the floor, or in chairs.
- If you simply have no storage available at church, use a plastic box with a lid or a strong cardboard box to store essential supplies and materials. Carry the box to and from your room each week. Use plastic containers with snap-on lids or use plastic bags to organize materials.
- Use a large fishing tackle box to create your own mini-storage for essential art supplies.
- Collect five-gallon ice cream buckets from the ice cream store. Clean the buckets and use them instead of boxes or baskets. Cover with colorful paper if you desire. Or, connect the buckets with paper fasteners and set them on their side to create storage cubbies.

*A resource is anything a person can turn to for help.*