

The background features a light beige textured surface. In the top left, there is a cluster of black dots and a yellow wavy line. A large orange shape is on the left side. In the bottom right, there is a yellow circle with black dots and a teal shape. The text is centered in the upper half.

FOR CHILDREN'S & YOUTH
MINISTRY DIRECTORS

THE ULTIMATE SUNDAY SUB TUB PREP LIST



Hey There!

I've spent nearly 20 years planning events, organizing programs, and working behind the scenes to make things happen. And if there's one thing I've learned, it's that running a ministry involves a whole lot more than just showing up on Sunday!

That's why I created KidMin Playbook: to share practical tools, organizational resources, and ideas that make the behind-the-scenes work a little easier.

My goal? Less time figuring everything out and more time doing what you love — ministry!



Ready to Make Ministry Life a Little Easier?

KIDMIN PLAYBOOK

Practical Tools for All Types of Ministries

Checklist, planners, templates, & more

SUBSTITUTE PLANNER

EXPLORE RESOURCES →

MINISTRY RESOURCES

Sunday Sub Tub

PREPARE WITH PURPOSE.

STEP AWAY WITH PEACE OF MIND.

Your Sunday Sub Tub is highly customizable! But with so many options, it can be difficult to know where to start.

This checklist will walk you through what to include in your Sunday Sub Tub, how to organize it, and where you can make it your own to fit your ministry.

1

Choose Your Container

Start with a bin, tub, drawer, or another storage option that works for your space. This may take some trial and error depending on the size of your lesson materials, the supplies you need, and the storage space available.

2

Choose How to Organize Your Paper Materials

We recommend two options:

Binder: Use dividers to separate your printed materials.

Folders: Use folders, particularly hanging file folders, to organize your printed materials.

3

Create Your Labels

Create your own labels or use our [ready-to-go printable labels](#).

Customize them with your ministry's colors, logo, or overall style to make your Sunday Sub Tub easy to identify. Whichever you choose, keep the labeling consistent throughout your tub.

4

Gather Your Supplies

Use the checklist to collect your lesson materials, everyday classroom supplies, student support items, and optional extras. This is another opportunity to customize your Sunday Sub Tub! Group similar items together and label them however works best for you.

Sunday Sub Tub Checklist

SUPPLIES TO GET YOU STARTED

- ☐ Bin, tub, drawer, or storage container
- ☐ Binder or hanging file folders
- ☐ Dividers (if using a binder)
- ☐ [Labels](#)
- ☐ Marker/sharpie
- ☐ Three-hole punch
- ☐ Extra containers
- ☐ Resealable bags (various sizes)
- ☐ Paper clips
- ☐ Rubber bands
- ☐ Tape

SUB TUB ESSENTIALS

- ☐ [Printed Sub Planner- STEAL MINE](#)
- ☐ Printed lesson plan
- ☐ Prepared lesson activities
- ☐ Handouts needed for the lesson
- ☐ Bible with bookmark
- ☐ Extra documents (incident reports, paper registration forms, etc.)

OPTIONAL BUT COMMON ITEMS

- ☐ Dry-erase markers and eraser
- ☐ Pencils and pens
- ☐ Extra paper
- ☐ Scissors
- ☐ Sticky notes
- ☐ Wet wipes

OFTEN-FORGOTTEN ITEMS

- ☐ Tissues
- ☐ Band-Aids
- ☐ Extra activities
- ☐ Small prizes or incentives
- ☐ Bible Bucks or rewards
- ☐ Fidget toys
- ☐ Sensory or calming tools
- ☐ Individually wrapped snacks

VIDEO: Watch me put together a Sunday Sub Tub in Just a few minutes