

Good News Club[®]



GNC[™] Team Handbook 2017-2018

Child Evangelism Fellowship
of Southern California, Inc.
North San Diego County Chapter

P.O. Box 267
Escondido, CA 92033

www.cefnorthsandiego.com

(ph) 760-410-8484

mail@cefnorthsandiego.com

(fx) 760-520-1181

~ Table of Contents ~

Page

1	Pressing On With Jesus
2	The Value of Prayer / Spreading the Word
3	Planning for a <i>Good News Club</i>
8	Background Screening & Child Protection Policy
9	Permission Forms
10	Records/Statistics
11	Name Tags
12	Getting the Word Out
16	Key Things to Remember
17	Qualifying as a <i>Good News Club</i>
18	Curriculum / Materials / Online Resources
19	Equipping the Team
20	What to Do When They Wiggle, Talk and Distract
25	Wellness Check

Child Evangelism Fellowship[®] is a Bible-centered, worldwide organization composed of born-again believers whose purpose is to evangelize boys and girls with the Gospel of the Lord Jesus Christ and to establish (disciple) them in the Word of God and in a local church for Christian living.

CEF Press[®] is a publishing ministry of Child Evangelism Fellowship Inc. *CEF Press* develops, produces and distributes a variety of publications for the purpose of helping you evangelize children. To order materials or receive a free catalog, go to cefpress.com or call 1-800-748-7710.

For more information about CEF[®] ministries in your area, write to *CEF*, PO Box 348, Warrenton MO 63383-0348; call us at 1-800-300-4033 or (636) 456-4321 or visit our website at cefonline.com.



Jesse Overholtzer broke a religious tradition of entrusting God's truths to adults alone, and shared the Gospel of Jesus Christ with two young sisters. He discovered a significant mission field that was and is, still ripe for harvest. Out of this discovery that changed the course of his life, *Child Evangelism Fellowship* was born in 1937 by the Word of truth and prayer.



“Around the world in 80 years” has been the path of those taking the Good News to children on every continent. One of the remaining countries yet to have the Gospel taken to the children is North Korea. *CEF* President, Reese Kaufman is



asking believers everywhere to unite in prayer for the children of North Korea that they, too, may know the hope of the Savior.

Testimony after testimony of *CEF* workers over the last eight decades resound with echoes of praise to the God who saves. As they pass the torch to us, and we to the next generation, we each stand at a threshold of decision: to go on with Christ and follow in His steps on His path of seeking the lost, or to hesitate in uncertainties.

How can they know unless they hear, and how can they hear unless someone tells them? Think back and thank God for the person who told you of the Lord Jesus. What if they hesitated and found reasons for not sharing with you that day?

May the love of Christ compel us and may His Word lead us. May we be resolved to put on the whole armor of God and stand firm in His truth, constantly in communication with the Master.

Why? So that the arms of Jesus, opened wide on the cross, may be seen by the children to whom He calls to Himself as opened wide to receive them with forgiveness, love and hope. For when we received a little one, such as these, we receive Him.

Let us not be dedicated to the great task remaining before us or the unfinished work left to weight us, but dedicated to Him alone, our Lord and Savior, Jesus Christ. His yoke is easy and His burden is light. Learn of Him. He will do the work through us as we are yielded, cleansed by His blood, willing vessels filled with His Spirit and ready for use.



Serving with You in the Kingdom of Light,

James and Christina Dillane
CEF Committee Chair CEF Ministry Coordinator

School Year: 2017-2018



- Start by meeting together regularly to pray for the children in your local public school who need to hear about Jesus! Pray for their families. Pray for the principal and teachers.
- Pray that the Lord would call forth committed team members.
- Find out if the school has a *Moms In Prayer International* group and contact them about praying for a *GNC* (go to <http://www.momsinprayer.org>, choose "Get Involved", then "Join a Group").
- Enlist prayer support from your church, small groups, Sunday school classes, friends and families.
- Be encouraged in prayer with resources on our website: cefnorthsandiego.com/prayer-resources/



Spreading the Word

- Keep your eyes open for those who would have an interest in reaching the kids in the public schools.
- Let everyone know that you are scouting for helpers. Put an announcement in your church bulletin.
- Announce an informational meeting, show the 5-minute video for *CEF* (go to <http://cefnorthsandiego.com/more-info/>). We'll be happy to come and be part of helping to explain the ministry.
- If possible, take a group to visit a school *Good News Club* in North County. Call us and we'll help you arrange a visit.

Planning for a Good News Club

Refer to the *GNC* Action Plan at cefnorthsandiego.com/action-plan, especially if you don't yet have a team in place.



- How many? Five committed volunteers are required (5 regular volunteers, 1 substitute and 1 prayer partner for elementary schools; 3 regulars, 1 substitute and 1 prayer partner for middle schools). Decide on one person to serve as **Team Coordinator** who will also be the **contact person** for the *CEF* office.
- Discuss and decide who would like to do each task.
 - At least two volunteers should be willing to share the task of teaching the Bible lesson.
 - Helpers are needed to take attendance and keep records, lead the songs, lead games, teach the memory verse, tell the missionary story, and help with snacks.
- Decide on a day of the week for the club when everyone is available. Check the school calendar for minimum days and holidays.
- Training for volunteers:
 - When your team is ready to meet, contact us with a time and location. This is required before submitting a request for facility use.
 - To preview videos online, go to <http://cefnorthsandiego.com/training-demos/>.
- Plan the Season Schedule (*master included on page 4*)
- Plan the Weekly Schedule (*see pages 5 - 7 for more information, sample, and master*)
 - Use master or your own version
 - Think of the schedule as a guide that will help your club stay on track and accomplish your goals of reaching kids with God's truth.

About the Schedule

In our chapter, we have found that each club's needs vary depending on the students' attention spans, need for movement or quiet, the personalities of the team, the location, the length of the club and how long they have been in school. (Some clubs are on early release days.) Also, some principals prefer snacks be given in the classroom rather than outside or vice-versa.

Therefore, one schedule does not necessarily fit all. When the team coordinator or leader works with the team members the following should be taken into consideration:

Goals of the Schedule

- That the team members and students will know what is expected and be unified in purpose of being together.
- That the child will be evangelized and disciplined.

The Objectives of the Schedule

- Provide an atmosphere of order with clear boundaries
- Facilitate classroom management
- Make provision for the priorities of sharing the Gospel and shepherding the child's heart.

Scheduling pre-club time for team arrival, set up, last check for roles, materials in place and prayer is valuable in promoting comradery, unity and prayer among the team members. A post-club time of 10-15 minutes allows time for debriefing of what just transpired, reminders for the team, and prayer.

A pre-club activity occurs during the 5-10 minutes while students arrive. It sets the tone of the group at the start and engages the active learners, making a difference in classroom management. Some clubs like to have the children go immediately to their small group leaders and check-in, have bonding and Wonder Time and say their memory verse. Others prefer a game that introduces and supports the teaching that will follow, i.e.: the Word Up, the memory verse, or main point of the Bible lesson.

Suggested Good News Club Schedule

<i>Place Your Club Times here</i>	ACTIVITY	MINUTES SPENT in each activity
.....	Pre-club team arrival 30 min. prior to start of club for instruction, set up, prayer	
.....	Welcome at door, name tag, direction for pre-club activity.....	5-10 min.
(start time).....	Opening: prayer and song.....	___ min.
.....	_____	_____ min.
.....	_____	_____ min.
.....	_____	_____ min.
.....	_____	_____ min.
.....	Closing _____	_____ min.
.....	Dismiss: give handouts at door	

Include the following in the schedule:

- Memory Verse with song review & repetition activity
- Bible Lesson with interaction for student engagement
- Small groups for counseling without review game distraction
- Wonder Time to teach value of a personal quiet time
- Missions Story
- Review game/questions
- Announcements, songs

Required Background Screening for Volunteers and Staff and Child Protection Policies



The purpose for *CEF* policy is to provide a safeguard for the children, volunteers, staff, and for the integrity of the ministry. We are not only representatives of *Child Evangelism Fellowship* in the community, but we are also under the legal obligations of the school district policies and state laws where we are conducting *Good News Club*.

If you have not completed your screening and Workers Compliance Agreement (WCA), you are neither authorized by *CEF* nor the by school district to participate at a club. And only those who have their paperwork completed are covered by *CEF*'s liability insurance.

In order to be called a “*Good News Club*”, team members must adhere to *CEF* policies and state laws.

Every *CEF* volunteer and staff member must complete the screening process and sign an annual Worker’s Compliance Agreement before working or interacting with children!

Forms can be downloaded directly from our website: cefnorthsandiego.com/who-needs-what/, or may be requested from our office: 760-410-8484 or mail@cefnorthsandiego.com. The screening needs to be repeated if a volunteer/staff member is inactive for one year. Otherwise, it is repeated every five years. **If you prefer to fill out an online application, copy and paste this link into your browser:** <https://ministryopportunities.org/CEFNorthSanDiego>

Every year a Worker’s Compliance Agreement (WCA) must be reviewed, signed and filed with our office for every volunteer/staff member. (As a part of the WCA, the Child Protection Policy video (CPP) must be viewed or listened to annually.) For those who complete the full screening, an additional WCA is not needed that year because it is **included** in the screening forms. This is routinely done for everyone at the beginning of each school year.

Before a request can be made for facility use at your club’s school, each volunteer’s required paperwork must be filed in our office. Make sure we have the names of **ALL** the volunteers on your team and their paperwork. No exceptions. If new members are still in process with their paperwork, they **may not** participate in your club except to sit as an observer and pray for the club while it is in session.

Two screened volunteers must be present in any area where children are present. That includes any room or part of a room not visible to the entire room. A screened volunteer may accompany children to a restroom, but must stay outside the restroom.

Visitors

At the Team Coordinator’s invitation, one-time visitors may observe and pray only and do not require screening. Visitors must sign in at the school office. Second time visitors must complete their screening before coming again.

Guest speakers must be screened.

Parents

Parents or responsible adults who are on the permission slip of the child are welcome to observe the club meeting and do not require screening as long as they do not interact with the children. Invite interested believing parents to be screened and become volunteers!

Behavioral Management

No volunteer is permitted to touch a child in the context of correcting misbehavior. Injuries can occur and, even though accidental, they can result in serious accusations against a volunteer.

Reporting

Any incidents, accusations, or suspicions of child abuse at your club must be reported immediately!

Don't wait! You or any team member who has knowledge of a problem must call the CEF of North San Diego County Chairman or Director at 760-410-8484 right away.



Permission Forms

Updated with Photo Permissions

Our CEF office provides the custom master for your GNC permission forms. These must be submitted by our office to the school district for approval **before** you can use them.

Every child must bring a signed parental permission form to club.

If a child comes to club without a permission slip and a parent cannot be reached, the child may not attend the club. Give him/her a permission slip to take home and bring back at the next club. If this creates a problem for afterschool pick-up, a volunteer may have to wait with him outside the club in an open, visible area.

The first day of GNC, set up an enrollment table just outside or inside the room to act as a "gateway", ensuring that no child slips into the club without a form.

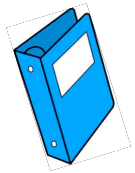
New CEF requirement: Our chapter office must retain copies of all permission slips and the attendance/roster page. These can be turned in at the end of the school year. We will return the originals or scanned copy to the GNC team if desired. To make it easier for our office to scan, please do not tape permission slip originals to individual roster sheets.

The Good News Club Notebook

Your team ALSO needs to verify that you have permission from the district to be there, if asked. Keep a copy of the form showing district approval in your records **notebook** that is always present at your *Good News Club* along with your approved flyer.

Be informed of all the district and school rules and regulations that must be followed for you to be on their campus.

Records



All attendance records, permission slips and important notes must be kept on file neatly in a notebook or folder. The leader must also have a copy on hand of the stamped/approved permission form and facility approval which outlines the school district's regulations under which the *GNC* must operate to be on the campus. Team Coordinators, please be familiar with those regulations and be sure your team follows them!

Please set up your binder with **one roster or attendance page** for the club. Have a section for the permission slips as well. A master is included (see page 11) that may be used for recording attendance. **An attendance page for each individual child is no longer necessary.**



Reporting Statistics

What: Statistical reports are required monthly from each *Good News Club*. The numbers are forwarded to CEF headquarters to help keep track of the progress of the ministry.

When: The number totals are due by the 5th of the following month. For example: September's report is due by Oct 5. Please don't be late!

Who: Designate someone on your team to keep records and send in the report.

How: Use the Stat Report Sheet to keep track. See the master copy on page 12, or download it from our website: cefnorthsandiego.com/good-news-clubs/.

Only 4 numbers are required:

1. **New enrollments** (permission forms turned in) during that month
2. **First-time professions of faith** during that month
3. **Average attendance** of children for the month
4. **Team member attendance** for each week

Submit your monthly stats using the online form link that will be sent to you at the beginning of the next month. Alternatively, you can email your stats to us at mail@cefnorthsandiego.com; call them in at 760-410-8484 (leave a message), or send them via text message to (858) 663-5400.

Thank you for your diligence and for helping us fulfill what is required of our Chapter.

Good News Club® Stat Report Sheet Location _____ Year _____

Each report is due by the 5th of the following month. Include # of new clubbers and new decisions for Christ for the month, average attendance of clubbers, and volunteer attendance for each week. Please call CEF office (760-410-8484) – leave a message. Or email: mail@cefnorthsandiego.com. Thanks!

SEPTEMBER				OCTOBER			
Date	New Enrollments	New Professions	Attendance	Date	New Enrollments	New Professions	Attendance
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
TOTALS	_____	_____	_____	TOTALS	_____	_____	_____
NOVEMBER				DECEMBER			
Date	New Enrollments	New Professions	Attendance	Date	New Enrollments	New Professions	Attendance
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
TOTALS	_____	_____	_____	TOTALS	_____	_____	_____
JANUARY				FEBRUARY			
Date	New Enrollments	New Professions	Attendance	Date	New Enrollments	New Professions	Attendance
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
TOTALS	_____	_____	_____	TOTALS	_____	_____	_____
MARCH				APRIL			
Date	New Enrollments	New Professions	Attendance	Date	New Enrollments	New Professions	Attendance
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
TOTALS	_____	_____	_____	TOTALS	_____	_____	_____
MAY				JUNE			
Date	New Enrollments	New Professions	Attendance	Date	New Enrollments	New Professions	Attendance
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
TOTALS	_____	_____	_____	TOTALS	_____	_____	_____

Name Tags



All volunteers and children must wear name tags.

They can be made with cardstock or "fun foam" in a different color for each grade. Punch two holes at the top, thread yarn through the holes, and tie to make an over-the-head tag. Write the name on BOTH sides because they can get turned around. Some children are very distracted by a nametag. Blue painter's tape can be used for a temporary stick-on tag. The tag may even need to be placed on their back to keep from distracting them.

A master for another **child name tag option** is at the end of this manual.

Our *CEF* chapter provides *GNC* lanyards for all the volunteers. Needed lanyards with clear sleeves for the volunteer name tags can be picked up at your training meeting. **A master for volunteer name tags** is included at the end of the manual. Save the lanyards for each new school year. Please wear your name tags to every club session.

First Day of Club

Write out temporary stick-on name tags. Let the students know to look for their permanent name tag the following week according to their grade level color. Have half the team welcome the children by grade level and write out the name tags, while the other half engages the tagged children in an activity.

Taking attendance with name tags:

1. Make permanent name tags as described above.
2. Each week lay them out by color for the kids to put on themselves.
3. After latecomers have arrived, collect unclaimed tags and store in "Absent" box.
4. Collect all nametags the kids are wearing at end of club and store in "Present" box. Record attendance from them later.
5. During counseling you may collect the nametags to record those counseled that day.

Getting the Word Out



You can't get the word out too often! *GNC* may be the only time many kids will ever have to hear the Good News in a way they can understand. We want to make sure that every child is invited to come and learn about Jesus! Most people need to hear new information more than once.

Before the club starts

Our *CEF* office must apply to the district for permission slip approval before distribution. We will create a customized master copy for your club and submit it to the school district for approval.

Jesus says we are to be salt and light in the world. Our attitude about how things are managed speaks volumes. Let's show respect for the rules and regulations and ask the Lord for acceptable ways to get permission slips to parents.

- A flyer/permission slip is made exclusively for your club and will be posted by the school on its website or emailed to parents.
- If your club takes a break, these dates must be posted on your flyer and registered with the district. Send out new flyers or E-announcements when the club starts up again.
- Each principal has the authority of deciding how getting permission slips to parents will be handled at his/her school after they have been approved by the school district.
- Check with the principal to see if paper permission slips may be made available to parents who might not have a printer. If not, and if you know the contact information of the parents, send them a message letting them know they can come to the entrance of the *GNC* and ask for a printed copy.
- Take flyers/permission slips to area churches (especially the volunteers' churches) and ask them to give them out to kids at their church who attend that school, so those kids can be sharing them with their friends at school before clubs start. This is not to be done during class time.
- If this is not allowed, you are permitted to pass out flyers on the public sidewalks surrounding the school.
- Try to participate in any school or PTA-sponsored events where after-school programs are promoted.

After the club is running

- Hand out permission slips to the kids at the end of EVERY club so they can invite their classmates. You can encourage them by awarding an incentive to every child who brings a friend, and to the friend as well. Remind the kids not to pass permission slips out during class.
- Ask the principal for permission for a volunteer (or child) to hand out flyers in a prominent place each week before the club meets. Wear a sign that says "Good News Club" with the day, time, and room number.
- Display a big GNC sign (with the day and time) outside the room where you hold the club. If the principal won't allow you to hand out flyers to kids going by, put them on a table or chair with a "Take One" sign at the door.
- Call or send postcards to kids who've been absent. Contact us for a template for a post card with the GNC logo.
- Remember, no child can come to club without a permission form, so we need to get them out to as many parents as possible!





1. You **CANNOT** skip dates after your club is running!

Whichever day of the week your club meets, it must meet on every one of those days during the run of your club when school is in session, unless the skipped dates were specified on your flyers at the beginning. This is very important because sometimes a child will come for the first time long after the club has started or comes intermittently. His parents would have no way of knowing that the club is not meeting on the day you have decided to skip, even if you've sent word home with the regular attendees.

2. A club meeting **CANNOT** be canceled!

Parents have entrusted their kids to our care. Even if for some unforeseen reason most of the volunteer team is late or absent, someone must attend to the kids during the regular club time. Have a back-up plan for emergencies. It's a good idea for team members to always bring along a CEF demonstration DVD from the Resource Pack to have ready for such an emergency.

3. Send home notices of the last day as well as scheduled dates the club isn't meeting!

Be sure to send home announcements to parents two weeks before the club is to end. Also, if there are dates when school is in session, but on which your club was not scheduled to meet, be sure your flyers state that clearly from the beginning! Even so, it's a good idea to send home reminders two weeks before any planned breaks, and be sure to include the date you will resume so parents don't assume the club is ending. This is especially important for the December break. Many parents think the club is over rather than resuming in January. Sometimes the school office will make these announcements to the kids over the PA system.

4. Have a plan for releasing the kids!

- The permission forms include boxes for parents to check off indicating where their child will go after club. To ensure the children's safety, you can require parents to come to the room to sign out their kids.
- One simple dismissal plan is to have signs posted around the room for each destination. At the end of club, the destinations are called out, and the kids are told to wait at their "station". Team members are assigned to escort kids back to the after-school daycare programs, the parent pick-up areas, etc.
- Volunteers must stay with the kids until every child has been picked up or handed over to another program! If parents are late, call the phone numbers on the child's permission form. Don't bother the school office unless absolutely necessary. Tell the children in your club to come to you rather than the office if they need to call their parents after club.
- If, after a reasonable time (30 minutes), the parents have not arrived or responded, call the police non-emergency number to handle it. Clear this procedure with the office before starting the club at the beginning. Also, send a note home to parents when club begins to explain the need for this procedure. **NEVER DRIVE OR WALK A CHILD HOME!** (Include a master of the take home notice for those parents that need the extra reminder.)



Qualifying as a Good News Club

Each GNC meeting **MUST** include:

1. The Bible lesson from the *CEF* curriculum with visuals and text.

The Gospel message **MUST** be presented at each meeting, including:

- God's invitation to believe in Christ for salvation and an opportunity to be counseled.
- A challenge for discipleship (growth) for believing children.

Keep in mind that there may be unbelieving adults in the room to whom the Holy Spirit is speaking during the presentation of the Gospel and the challenge to grow in Christ. Be sure to include them in an appropriate manner. The aim is always that the listeners will come to **know** the Lord through God the Son, to **love** Him and to become His **followers**.

2. The memory verse that accompanies the Bible Lesson.

A review game for the memory verse is always included in the curriculum.

3. Wonder Time™

Helping each child establish a quiet time in God's Word and prayer supports the goal to impart to the child the ability to listen personally to the Lord and desire to obey Him in daily living.

Wonder Devotional books for 30 or 60 days come in primary and junior versions and are affordable.

They can be ordered directly from CEF Press® (at the lowest cost if you let them know it is for the *Good News Club* students). Call 800-748-7710 and give chapter code "CA69".

4. Songs

CEF provides suggested songs with CDs, visuals and DVD demonstrations. They purposely support the Bible Lesson teaching in the curriculum and should be used to teach as well as to sing. Songs for the memory verses are often available.



Curriculum

For the 2017-2018 school year:
 CEF Good News Clubs around the world are teaching
 the following Bible lessons, *revised and reprinted in 2017*, covering four
 6-week sessions:

Session 1: God: The Creator King

Session 2: Jesus: God Who Cares for People - available Aug 1

Session 3: God's Plan in Action: The Early Church - available Oct 1

Session 4: God's Plan Unfolds: The Patriarchs - available Dec 1

If you need a **Demonstration DVD**, they are no longer included in the
 resource packs but are available from *CEF Press* upon request.

2017-2018 Party Club Lessons:

Thanksgiving: *Thank-You Spy*

Christmas: *Light of Life*

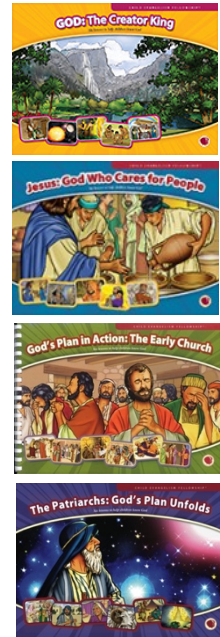
Easter: *TBA*

JYC Curriculum: Following Jesus

2018 Summer Series: TBA

To view our current curriculum go to:

cefnorthsandiego.com/good-news-club-materials



Materials

A free curriculum set is available for GNC teams who are in full attendance (at least 5 for elementary and 3 for middle school) at the training sessions or a discount for partial attendance; 10% for every member present.

If ordering yourself, please allow 2-3 weeks for materials to arrive after you order them. Remember that you also need preparation time with the curriculum.

For information about all available materials, visit www.cefpress.com.

You can **order direct** with *CEF Press* online at www.cefpress.com, or by calling them at 800-748-7710 (use order code "CA69" for our chapter).

To **order with us**, you can call 760-410-8484 or email to mail@cefnorthsandiego.com, and we will calculate your total. When we receive your hand- or mail- delivered check we can then make the order.

Online Resources



Our website www.cefnorthsandiego.com has many resources and links to help you plan and run your club. Take some time to explore it and find your way around.

From the dropdown menu select **Resources**> **Good News Club Materials**. There you will find links to teaching demos from cefonline.com and other free club resources.



Equipping the Team

Our Teacher Training is designed to equip GNC volunteers to reach and teach kids! It's a time to encourage one another, get resources, exchange ideas, explore God's Word, have your questions answered, and enjoy fellowship in the Lord.

Teaching Workshop sessions for this 2017-18 school year will begin on an individual club basis to customize the training for your team needs. Call or write to us to set a time for a pre-workshop interview to supply us with your information so that we can order your materials and prepare for your workshop.

The workshop will be followed by a training session for those volunteers who are teaching or would like to teach the Bible lessons and memory verses.

Mentoring for the clubs will continue during specific club sessions.

For more information contact us at 760-410-8484 or mail@cefnorthsandiego.com

Encourage one another and build each other up... | Thess. 5:11

**Be Refreshed, Recharged and Rehearsed
to Bring the Gospel to the
Next Generation!**

For a fun activity toward being
Refreshed, Recharged and Rehearsed,

click [here](#) or go to our website:

cefnorthsandiego.com/resources/3-rs-for-volunteers/

What to Do

When They Wiggle, Talk and Distract

A classroom full of children is always going to create a challenge because kids are made **to move, verbalize and interact with one another**. Some children are more challenged than others in controlling these behaviors. So what does a teacher do about it?



First of all let them know WHY they are there.

Without a uniform purpose among the group, every child will invent their own. In *Good News Club*, we are gathered to honor God by listening to what He has to say to us in the Bible. (Teacher, always include yourself as a listener to God and as a sinner in need of repentance and exercising faith in the Son.)

Second, let them know the rules for everyone. Those are rules of respect.

They can be counted on one hand. (Fingers up for counting) Remember, let kids move. Respect / Honor God.

Respect those in authority.

Respect your neighbor.

Respect the room and its contents.

Respect yourself by allowing yourself to listen to what God has to say to you/us.

Referring back to the specific rule helps the child know the specific area he/she needs to address. This answers the question every child has, which is *“What is expected of me?”*

Thirdly, introduce yourself and your team members.

Children are shuffled from one classroom setting to another with a wide variety of adults in the room or on the campus. They do not automatically know what authority or what role each adult has or

why the adult is there? We have heard questions like: “Are you paid to do this?” “Do you live here?” “Why do you come?” “How long will you be here?” Behind these questions are suspicions about **motive, obligation, and trust**. In their mind, they might wonder if you are just part of the system or if you might run out on them when things get tough like other adults in their past. They



need to know that you are there because you love God and He loves each child and wants to make them a part of His forever family. It is a **joy** for us to have this privilege to be with the children. If they don't see or hear the love of God in you, you have lost a hearing.

Structuring the classroom experience for positive outcomes.

Now, let's explore some basic details about a classroom and the way it is run that makes a difference when it comes to keeping kids engaged in the lesson focus.

When they walk in, they need to know there is a structure in place.

At the moment of stepping through the door there needs to be

- A specific, practical place for their backpack
- A nametag ready for each child.
- An activity/group for each child to join.

Transitions

- Transitioning from one activity (song, prayer, lesson) to another should be smooth and without delay.
- Team members need to be ready to move right into their part with materials in hand.
- Instructions for the children for each activity need to be simple, brief and clear.
- Link the transitions with reviewing the key teaching or memory verse so that the overall presentation of the message is not chopped into pieces.

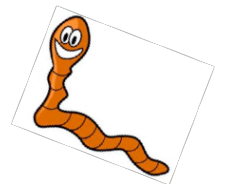
Accountability and Belonging

Each child needs to feel that he/she belongs and is accountable to a team member. Small groups are valuable for giving personal attention, for asking questions, for personal challenges to the lesson given, for reminders to have a quiet time with God and for listening to their memory verses.

Closure

Concluding a class is valuable because the purpose for being with the children is that they will carry God's message in their hearts when they leave. If the class is dismissed chaotically, it's more likely that they will enter the "out of sight, out of mind" mode.

- Try concluding with an inspirational *GNC* song to linger in their minds as they exit.
- Challenge them to share their memory verse with the first person they see after walking through the door.
- Give them a question to consider: "How long will it take you to obey God the next time you have a decision to make after you leave this room?"



What about the extra wiggles, talking and distracting that a few kids in the group are bound to be displaying? Here are some brief tips that have worked well for some children:

The Buddy System

Let them sit with a buddy who helps them remember the Rules of Respect. This can be an older, mature clubber or a team member. They become "Respect Buddies."

Special Assistant

Give them an assistant's job for a team member like helping with the song, helping to hold the visual, starting/stopping the music. Holding the memory verse, helping with the game, setting up and closing the classroom. This privilege is conditional on their mature behavior before the class. Most kids want to be seen as mature and not a baby who is not able to control themselves.

Seating Arrangement

Where the child is sitting and how they are sitting can make the difference.

- Some do better on the floor, some better in a chair.
- Some focus more successfully in the front row without the visual distraction of children in front of them.

Talk About It

Strategy

Kids need to identify what is going on within themselves to some degree in order to get a handle on how to respond appropriately in different situations. Ask them what “strategies” they have found to help. (One child answered, “Just put duct tape over my mouth.” Obviously, he needed a better strategy.) Some children have classroom plans set by their teachers. Ask the child what the procedure is in his classroom to help him control his behavior. If he does not have one, ask if together you and he/she can develop a simple one for *GNC*.

Still on Campus



They need to be reminded that just because school is dismissed, they are still on the campus and need to follow the school rules. *GNC* kids and team members are guests on the school campus and need to respect school policies.

Make Sure to Notice

Make sure to notice and give feedback, small rewards occasionally, when you see that they are really making an effort or showing improvement.

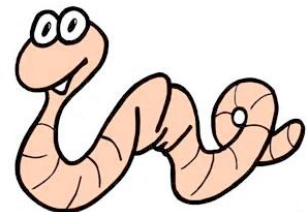
Developmental Tips

Children are undergoing **dynamic** growth physically, emotionally, academically, and socially. They come with a variety of bumps and bruises in life, disappointments, unfulfilled expectations, and times when they have failed even though they tried their very best. Competition is tough and peer pressure can be cruel.

They need to know that *GNC* is a safe place where their developmental and emotional needs are taken into account when they are asked to “perform” by answering a question, saying the verse, singing, playing a game, or *listening*.

Therefore, **engineer** into your lesson frequent times when they can **move, verbalize, and interact** appropriately.

- Allow them to “**enter into the story**” by mimicking the character’s facial expressions, posture, and movement.
- Allow them to **answer questions** more personally by quietly giving the answer to their neighbor (or Buddy) rather than shouting out together. Another suggestion is to have the children silently mouth the answer. Then, the teacher supplies the correct answer and the child can check his/her own answer. (Much time is wasted in giving long answers or waiting for individual children to answer questions with more than a one or two word answer. Meanwhile, you’ve lost the attention of at least two-thirds of the class.)



- Prepare a creative review by restructuring the review questions into rhymes where the class fills in the rhyming word. It is a former game called *Ralph the Rhymmer*. **For example:** Fill in the rhyming word in this sentence. God's salvation is for every (nation). Or the victory is won in God's (Son). For the rhyming review, children do much better by answering as a class. It also gives confidence to those who come close to getting the rhyming word. They are immediately a part of the whole group with the right answer.
- Test the games before you bring them to class. Anticipate the interactions, positive and negative, that may come about when the class gets involved. Adjust the games to fit your children's needs or choose a similar, appropriate game. Coming up with a new game every class is not always the best. Kids learn by repetition. A familiar favorite game can be the best choice with an occasional new game to "test-drive." Also, ask yourself, "In what way could this game, and the interactions that it provides, serve to support the main teaching?" A game is more valuable when it becomes an "experience" that supports the lesson.

Touching and Feeling

Kids in dynamic sensori-motor development need to touch and feel. For those children, let them hold a squishy ball or bumpy ball that doesn't roll easily, a stuffed animal or the answer to your first, second or third question. (Sometimes the Buddies are needed to help with this activity.) Supply picture clues for them to hold for the Bible lesson. They also could be holding a peg to insert, a missing piece of the puzzle etc., that you will need in the lesson. One of my favorite touch and feel activities is to give each child one drop of water to hold in their hand as we talk about how the Creator made water (its properties) and the water of life that Jesus gives.



Checklist for

What to Do When They Wiggle, Talk and Distract



- Have I let them know **WHY** they are there?
- Do they know the rules of respect for everyone?
- Have I introduced myself and my team members?
 - Do they have reason to trust us?
 - Do they see that this is a joy for us or an obligation?
- Have we structured the classroom experience to help the kids keep engaged?

When they walk in, is there

- A specific, practical place for their backpack
- A nametag ready for each child.
- An activity/group for each child to join.

Are the transitions

- Smooth and without delay?
- Are team members ready to move right into their part with materials in hand?
- Are instructions simple, brief and clear?
- Are activities linked with reviewing key teaching or memory verse?

Accountability and Belonging

- Are small groups showing that the kids are valued and belong?
- Do they receive personal attention for questions and encouragement?
- Is someone listening to the child's memory verse?

Closure

- Is dismissal chaotic or organized?
- What are they taking with them?
- Have their questions been answered?

- Are we using the Buddy System?
- Are appropriate opportunities for kids to assist utilized?

Seating Arrangement

- Have we analyzed where and how the children are sitting in terms of supporting their attention span?
- Have we made adjustments for the seating issues?

Strategy

- Have we identified strategies with which the child is already familiar in the classroom?
- Can the child identify his need for a strategy for controlling movement and speech?

Still on Campus

- Do all those in GNC remember they are still on the school campus and need to respect school policies?

Make Sure to Notice

- Do we give regular, positive feedback, when the child makes an effort or shows improvement?

Developmental Tips

- Are we expecting kids to be "little adults" with total control?
- Is our GNC a safe place where developmental and emotional needs are taken into account?
- Have we **engineered times for movement, verbalization and interaction** into the lesson?
- Do they "**enter into the story?**"
- Do they get to be involved in answering questions without losing the attention of the class?
- Have we tried creative response opportunities like rhyming words or holding up answer cards or small paper plates with happy/sad faces?
- Have we tested the games before bringing them to class?
- Are the games a part of a "learning experience" that supports the lesson?

Touching and Feeling

- Are the kids provided acceptable opportunities to touch and feel?
- Do the kids feel included in the lesson?
- What items can kids hold to contribute to the lesson?

Wellness Check

for Good News Clubs

Healthy clubs will have certain things in place. This list is to help you to work with your team to see that the schedule, materials and procedures are in order for a strong and efficiently functioning club.

Procedures

- 1. When clubbers come through the door packs are stowed, nametags are received and they are immediately engaged in an activity or small group.
- 2. Team members are ready and on time to start, to move through transitions and to close the club session with order.
- 3. When disruptions occur, there are positive, appropriate responses to keep the clubbers engaged in the lesson.
- 4. Children are allowed to move often as they participate in the learning experience.
- 5. School policies are being followed, including check-in and out of the volunteers, wearing nametags, and maintaining club attendance.
- 6. A record of attendance of the volunteers is kept weekly.
- 7. A copy of the District Facility Use Permission for the club is in the attendance notebook.
- 8. A procedure is in place to answer a school administrator or parent who comes looking to see if a certain child is present in the club meeting.
- 9. The club is appropriately staffed with team members.
- 10. Team members are evenly spaced throughout the class with the children, also engaged in the lesson or songs, not on cell phones or talking among themselves about topics not related to the necessary operation of the club.

Materials

- 1. Approved *Good News Club* curriculum is being used for the club.
- 2. Wonder Devotionals are being provided for the children.
- 3. *GNC* memory verse tokens are given to the children with opportunities for children to say their verses to a team member.

Preparation

- 1. Team leader is prepared with a schedule of events for each club given to team members.
- 2. Team members and clubbers are made aware in advance of start and stop dates and school holidays when the club will not be meeting.
- 3. Team members with teaching roles are prepared well in advance for their lessons, allowing them to be engaged with the children during club.
- 4. The team places priority on prayer before, during and after club.
- 5. All required background checks and Worker's Compliance Agreements are signed and approved **before** coming to club.

Good News Club



Good News Club



Good News Club



Good News Club



Good News Club



Good News Club



Good News Club



Good News Club





Good News Club



Good News Club



Good News Club



Good News Club



Good News Club



Good News Club