

# Good News Club<sup>®</sup>



## GNC<sup>™</sup> Team Handbook

2019-2020

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

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*Child Evangelism Fellowship*<sup>®</sup> 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*<sup>®</sup> 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](http://cefpress.com) or call 1-800-748-7710.

For more information about *CEF*<sup>®</sup> 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](http://cefonline.com).

## *A Message from our New Committee Chair, Tolu Peters*

As the new committee chair of CEF North San Diego County, I have the privilege of welcoming you to a new school year, 2019-2020. Scores of organizations have declared their 20-20 vision for the last decade. In *CEF*, we have always pursued God's vision and goals for reaching boys and girls with His Good News. Yet, we press on for the high calling of God in Christ Jesus. We believe that more can be done to bring our clubs to best practices and the excellence of winning and discipling boys and girls.

CEF USA and worldwide ministries, now 82 years young, is challenging each chapter to sharpen their skills and bring their ministries in alignment with the goals of evangelizing, discipling and establishing children in local Bible teaching churches.

What distinguishes a *Good News Club* from another fun time with a Bible story? Our purpose for having a club goes far beyond changing behavior temporarily. It is our goal to see the power of God transform a life so dynamically that the lasting fruit of the Holy Spirit is clearly seen in the community. What takes a club to the next level?

Answering that question is what we are commissioning our new leadership to do for *CEF* volunteers in the new 2019-2020 school year. It will take a heart-check. Are you ready to be a messenger of the dynamite power of the Gospel so that you can go beyond spinning wheels to becoming a part of God's changing of lives forever?

As a *CEF* committee, we are requiring all teams to complete in-service sessions with the Tobiasess to make sure each team member has the materials, skills and understanding they need, before starting a club. This is so that they might fulfill the requirements of a *Good News Club* and the Great Commission.

If God is truly calling you to serve in a *GNC*, what adjustments might you need to make? Being a messenger of the dynamis power of the Gospel will require time, prayer and sacrifice. If you are not quite ready, it is better to wait until God's calling is sure, your priorities are clear and you are ready to walk ahead by faith, equipped with His promises and presence.

The CEF North San Diego Chapter joins me in praying for you this year that you would know the high calling of God in Christ Jesus whether it be in praying, giving and/or going. May your humble obedience result in the praise and honor of our Lord and Savior, Jesus Christ.

Sincerely,



Tolu Peters  
CEF San Diego North County  
Committee Chair

# Thinking about starting a *Good News Club*?

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That's great! Let's start on the pathway to beginning your first day.

**Who** can you begin to meet with on a weekly basis to pray together for the school, the children and their families? Pick a day and time to pray together about possibly holding the club in the future.

**What** does a *Good News Club* look like? Getting the right perspective for each team member is vital.

- **It's a little like Sunday School, but not exactly.** To be called a *Good News Club*, the activities and focus need to accomplish three goals: evangelize the children yet to be saved, disciple the saved children and invite them to a Bible teaching church if they are not going to church or their family is looking for one. There is not time for entertainment or just a good social get-together. Although it does need to be fun and an encouragement for believing children to meet with other believers in their school and invite their friends who believe or do not believe.
- **It's a little like VBS, but not fully.** While it tries to capture the fun and excitement of a VBS there is typically only one hour where everything important needs to happen. Every minute is critical to keeping the club moving toward its goal each session.
- **It's typically not going to be something** where you can just fall back on the ways you have always taught kids. The school setting is different, today's culture is different, and you will have team members who have probably not done things the way you have done them. *GNC* teams need to have members who are ready to learn right along with the children.
- **It's not a place for bench warmers.** While we love to have cheerleaders, *GNC* teams need to be comprised of believers who are serious about their commitment and sticking with it. They are ready to go the extra mile, carry their own responsibility, be accountable and sacrifice other things to make being with the *GNC* kids a priority.

**Where** does the motivation come from? **Look UP.**

Review Matthew 18:1-6, 10-11, 12-14 Mark 10:13-16 asking God for insight, understanding and wisdom. Consider the love that moved Jesus to come down to our sinful world and live among us, be rejected and die a painful death so that we could have forgiveness and eternal life. Consider the price He paid to come to seek and save the lost lambs. Consider the invitation of the father welcoming home the lost son, "Come and celebrate with me. My son was dead and now he is alive!" (Luke 15)

**Why** do you and the prospective team members want to be involved in a *GNC*? Whatever your reason, are you ready to evaluate your motives and commitment? Can you agree with the following:

- I am ready to invest in prayer for the children, their families and their school. I am willing to set a time and place to spend quality time in prayer.
- I am ready to encourage others off campus to be active prayer warriors during club time and keep them posted on praises, prayer requests and answers to prayer. I am ready to ask the Lord to lead me to prayer partners. I am ready to commit to communicating with them regularly.
- I am ready to invest in my team members to pray for them, encourage and support them and help equip them. I am ready to consider what that will entail and seek God's provision to be His servant.
- I am ready to say "no" or "later" to other things requiring my time in order to invest in preparation through the week so that I might be a workman who needs not be ashamed, rightly handling the Word of Truth. (II Tim. 2:15) I am ready to identify what things I need to put on hold or drop in order to have room in my schedule.
- I am ready for God to change me and mold me into His image so that the children before me can see that God has power to change lives and that the fruit of the Spirit is love, joy, peace, patience, goodness, kindness, gentleness and self-control. I am ready to forsake habits that keep me from the fruit of God's Spirit.
- I am ready to immerse myself in the Scriptural text that is to be taught and memorize the verses along with the children to be a living example for them to follow, as I follow Jesus.
- I am ready to identify new practices that I need to adopt for this to happen.
- I am ready to be a part of the Child Evangelism Family in fellowship and active learning through the club season instead of operating as a little satellite at my club's school and continue to lead the kids the way I've always done it.

Take time to make an honest inventory of your season of life, availability, schedule, limitations and abilities before committing to a *Good News Club*. What things would need to change in order for you to commit to the weeks that the club will be running?

## Ready to take the next step on the path?

That would be background checks, required of every volunteer. With that background check, each one will be able to read and consider:

- The Statement of Faith for CEF volunteers and see if this is a statement that you can support and limit yourself to teaching. (CEF volunteers do not teach church distinctives. We are non-denominational.)
- The Child Protection Policy and sign it, ensuring the safety of our clubbers.

Refer to page 9 for complete screening process steps.

Progress on the path to starting a club cannot go further until every team member's paperwork is complete. For volunteer application info, go to: [cefnorthsandiego.com/quick-links-for-volunteers/](http://cefnorthsandiego.com/quick-links-for-volunteers/)

## What Does a Club Cost and Who Can Help?

Let our office staff help you to calculate the cost for your club per 6 weeks and share ways of getting a sponsor if you don't have one.

## Working with Your Team

### How many team members are needed?

Elementary Schools need a team of 5 members (18 yrs or older) and a sub who also completes the paperwork and is available! Middle Schools need a team of 3 and a sub who also completes the paperwork and is available! See p. 6 in this Handbook for ideas of how to recruit team members.

### Roles

- One person will be assigned to serve as Team Coordinator who will also be the contact person for the *CEF* office.
- 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. 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. To preview lesson demonstration videos online, go to [cefnorthsandiego.com/training-demos/](http://cefnorthsandiego.com/training-demos/).

### Dates

- Decide on a day of the week for the club when everyone is available. Check the school calendar for minimum days and holidays.
- Decide how many five- or six-week segments your club will meet. See page 18 for this year's curriculum schedule.

### Schedules

- Pre-Plan your Master Schedule with the Organizational Chart by session until your dates are approved by the school district at which time you can add dates. Samples are the next pages. Master templates are at the end of this booklet.
- An organizational chart is filled out with your team members giving their input as to what roles they are ready to fill and be responsible for each club. The chart also tells you what lessons are taught each session including the first and last sessions.
- Plan the Weekly or Session Schedule as a guide that will help your club stay on track and accomplish your goals of reaching kids with God's truth. Sample and master templates are on the next pages. A session chart gives more detail of how your club is going to run for any particular session and is handy during that session for each person to follow the flow of the club meeting and be ready to step into their roll. Our office staff is ready to walk you through these as needed.



## Reporting Attendance and Stats

A Google form is created just for your team by our office to allow your attendance reporter to enter the data required for each club within 24 hours of the club. (Find and appoint the person for this task on your team who loves to give attention to detail and get things done.)

Copies of attendance records and completed registration forms must be submitted at the end of the school year to the local CEF chapter at [mail@cefnorthsandiego.com](mailto:mail@cefnorthsandiego.com) or they can be hand delivered.

## Moving Right Along

Once your team members are ready for this exciting and worthwhile commitment and have finished all their paperwork and training required, our office can submit your request for a room with the school district for your club with your chosen dates and times.

## Team Training and Curriculum

[GNC In-service for CEF policies and updates](#) is required for returning volunteers before a request is submitted to the school district for facility use. The North County Chapter provides Quarterly Workshops that highlight on the curriculum series with additional helps and resources.

Anyone who would like to serve in a *Good News Club* for the first time must attend a *Good News Club* Orientation (5 hours) before participating in a club. Four GNC Orientations will be scheduled throughout the school year for a new volunteer to attend.

Curriculum is provided for each of the four six-week sessions and will be distributed at the Quarterly Workshops.

## The Last Stepping Stone on the Path

Getting the word out is an exciting time. Our office will give you a master of the registration form after it is approved by the school district. Each principal decides how they will limit their use. Respecting the school's policies is vital in being salt and light in the world. The GNC Team Handbook section "Getting the Word Out" (p.14) will give you some great ideas of how to invite the children to *Good News Club*.

### *Worth the Cost?*



In *Mark 9:37*, Jesus said that if we receive a little child in His name, we are receiving Him: "Whoever welcomes one of these little children in my name welcomes me..." (NIV)

*11 Peter 1:3-12* tells us that if we are partakers of the divine nature and add virtues of a true disciple of Jesus to our faith, they will keep us "from being ineffective or unfruitful in the knowledge of our Lord Jesus Christ."

*Matthew 6:19-20, Luke 12:21* tell us that we should lay up treasures in heaven that will not be taken away from us.

*Today we can do our part in letting the children come to him. In the tomorrow ahead, we will hear His voice: "Well done, good and faithful servant; you have been faithful over a few things, I will make you ruler over many things. Enter into the joy of your Lord." Matthew 25:23*

Visit [cefnorthsandiego.com/pathway-to-good-news](http://cefnorthsandiego.com/pathway-to-good-news)  
for an informative and inspirational map of the Pathway.



- 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.
- Are there mothers praying for your school? 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](http://cefnorthsandiego.com/prayer-resources)
- Pray that the Lord would work in the hearts of volunteers to move them from being interested to being committed.

### Recruiting Team Members



- 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 and 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.

**Sample Good News Club Lesson Schedule**

**2017-18 Tuesdays 3:00 - 4:00**

- Team Roles -											
Date	Lesson Details	Bible teacher	Mem Verse Teacher	Song Leader	Missions Story tchr	Preclub Act/ Game Leader	Attendance Reporter	Stats Reporter	Snack	Small Group Leaders	
16-Feb	Early Church - Lesson 1	Mary	Susan	Pam	Richard	Laura	Bob	Bob	Mary	Mary, Susan, Richard, Pam	
23-Feb	EC - lesson 2	Richard	Pam	Laura	Mary	Laura	Bob	Bob	Susan	Mary, Susan, Richard, Pam	
2-Mar	EC - lesson 3	Mary	Susan	Tanya	Richard	Laura	Bob	Bob	Richard	Mary, Susan, Richard, Tanya	
9-Mar	EC - lesson 4	Richard	Susan	Pam	Mary	Laura	Bob	Bob	Laura	Mary, Susan, Richard, Pam	
16-Mar	EC - lesson 5	Mary	Pam	Tanya	Richard	Tanya	Bob	Bob	Pam	Mary, Tanya, Richard, Pam	
23-Mar	Easter Party	Richard	Mary	Susan		Laura	Bob	Bob	Bob	Mary, Susan, Richard, Pam	
30-Mar	NO CLUB - Spring Break										
7-Apr	Patriarchs - Lesson 1	Mary	Susan	Pam	Richard	Laura	Bob	Bob	Mary	Mary, Susan, Richard, Pam	
14-Apr	P - lesson 2	Richard	Pam	Laura	Mary	Laura	Bob	Bob	Susan	Mary, Susan, Richard, Pam	
21-Apr	P - lesson 3	Mary	Susan	Tanya	Richard	Laura	Bob	Bob	Richard	Mary, Susan, Richard, Tanya	
28-Apr	P - lesson 4	Richard	Susan	Pam	Mary	Laura	Bob	Bob	Laura	Mary, Susan, Richard, Pam	
5-May	P - lesson 5	Mary	Pam	Tanya	Richard	Tanya	Bob	Bob	Pam	Mary, Tanya, Richard, Pam	
12-May	P - lesson 6	Richard	Mary	Susan	Mary	Laura	Bob	Bob	Bob	Mary, Susan, Richard, Pam	

**TEAM MEMBER**

- 1 Mary Jones
- 2 Susan Brown
- 3 Richard Smith
- 4 Laura Smith
- 5 Pam Richards
- 6 Bob Wilson
- 7 Tanya Bell (sub)

**Known Absences:**

2-Mar Pam  
 16-Mar Susan  
 21-Apr Pam

**Other Notes:**

Bob will set up the projector.

## SAMPLE WEEKLY SCHEDULE

		<b>Good News Club Schedule</b>	
Before club		Encourage children to use the bathroom before signing in	
2:55	5	Collect completed permission slips from new children	
		Attendance (sign in children)	
		Distribute name tags	
		Backpacks placed in a designated area	
3:00	8	Active Game	
3:08	4	Welcome - Opening prayer - Up Rules	
		Word Up teaching	
3:12	3	Song	
3:15	8	Memory Verse	
3:23	15	Bible Lesson	
3:38	3	Song	
3:41	4	Wonder Time	
3:45	6	Review Game	
3:51	4	Closing prayer	
3:55		Dismissal - Parents sign their children out	

## *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!**

**As of spring 2018, *CEF* requires that all new volunteers provide a Social Security Number.**

Forms can be downloaded directly from our website: [cefnorthsandiego.com/who-needs-what/](http://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. Two screened volunteers must 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 as well.**

## 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 Director's office at **760-655-9716**.

## *Registration Forms*

Our CEF office provides the custom master for your GNC registration 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 registration form to club.



*If you don't have your **personal contact information** on the registration form, send that information home in a note with your clubbers in case parents need to reach you.*

If a child comes to club without a registration form and a parent cannot be reached, the child may not attend the club. Give him/her a registration form 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 scanned copies of all registration forms and attendance records. These can be turned in at the end of the school year. Either send us a scanned copy (preferred if possible), or give us the paper copies and we can scan them and return them to the GNC team if desired, either in paper or digital form.

## **The Good News Club Notebook**

Your GNC notebook goes to club with you every session. Include:

- verification that you have permission from the district to be there (copy of facility request confirmation)
- a copy of the approved registration form for your GNC

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



Please also include in your *GNC* notebook or folder:

- all attendance records
- all clubber registration forms
- any other important notes

The leader must also have a copy on hand of the district's rules & regulations which outlines the school district's guidelines under which the *GNC* must operate in order 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 **attendance pages** - one sheet if it's a small club, or one for each grade level if it's a larger club. Have a section for the registration forms as well. A master is included in the back section of this handbook 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 weekly from each *Good News Club*.

**When:** The report should be sent within 24 hours of each club session, or as soon as possible. Please don't be late!

**Who:** Designate someone on your team to be your "stats person" who will keep attendance records and send in the report.

**How:** Before the first day of your club, our office will send a link for a customized online record form (Google doc) to the stats person for your team. The form should be filled out and submitted at the end of each club day. Please visit our web page at:

[cefnorthsandiego.com/google-form-for-weekly-stats-reporting/](http://cefnorthsandiego.com/google-form-for-weekly-stats-reporting/) for instructions on how to work with the Google stats form, and see the next page for a sample of a completed form.

The online form includes these items for weekly reporting:

1. Total **first-time attenders**
2. Total **first-time professions of faith**
3. **Total attendance** of children
4. **Team member attendance**
5. Whether the lesson was **given as scheduled**

If you find it impossible to use the Google stats form, please call our office at 760-410-8484 (leave a message) and we can discuss a method that will work for you.

*Remember, submitting the stats is not optional.*

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



# SAMPLE Online Weekly Reporting Form

Your Name: \*

Bob Wilson

Club date you are reporting for: \*

MM DD YYYY

04 / 13 / 2018

Team members present: \*

- Mary Jones
- Susan Brown
- Richard Smith
- Laura Smith
- Pam Richards
- Bob Wilson
- Tanya Bell (sub)

Total attendance of children: \*

24

First-time attenders: \*

2

First-time decisions: \*

0

Lesson given as scheduled? \*

- Yes
- No

If no, please explain:

.....

Praises/Prayer requests?

Praise: Two of the clubbers brought their friends today.  
Prayer: For Pam to recover from her illness and for the children to remember to read their Bibles.

.....

List any other adults or teenagers attending today, if any (remember any new helpers MUST be background checked first, no exceptions):

none

## 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 in-service 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 Guidance Time, you may collect the nametags to record those counseled that day.

## Getting the Word Out



You can't get the word out too often! Your *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

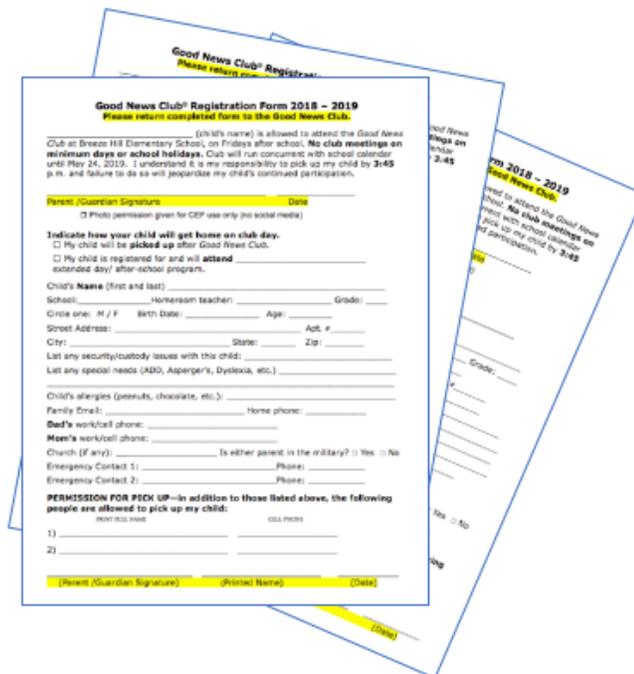
Our *CEF* office must apply to the district for registration form approval before distribution. We will create a customized master copy for your club and submit it to the school district for approval.

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 registration forms to parents.

- A registration form 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 registration forms to parents, and this will be handled at his/her school after they have been approved by the school district.
- Check with the principal to see if paper registration forms 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/registration forms 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 registration forms 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 the forms out during class.
- Ask the principal for permission for a volunteer (or child) to hand out flyers/registration forms 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 registration 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 registration 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. Once club starts, send home the *GNC* Pickup Regulations notice (masters in English & Spanish are in the back section of the handbook) which explains the pickup procedure.
- 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!** (Provide a copy of the take home notice for those parents that need the extra reminder. Master is at the end of this handbook.)



## Qualifying as a Good News Club

### Each *Good News Club* 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 using the iPEAR method. A review game for the memory verse is always included in the curriculum.



**3. Wonder Time™**

This creates a wonder about God and His Word, which leads to helping each child establish a quiet time in God's Word and prayer. It supports the goal of imparting 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. (NOTE: WONDER TIME IS DIFFERENT THAN THE WONDER DEVOTIONALS.)

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 available. Visit this page to see all the current song demonstrations: <https://online.cefcmi.com/course/view.php?id=317>

# Curriculum

For the 2019-2020 school year:

CEF Good News Clubs around the world are teaching the following Bible lessons:

**Session 1: God's Sovereignty: The Life of Joseph**

**Session 2: God Protects His People: The Life of Esther**

**Session 3: Jesus: God of Power and Glory**

- new text available in September

**Session 4: God's Church Expands: The Ministry of Paul**

- new text available in November



**Music: Sing About the King 2 (CD)**

**2019-2020 Party Club Lessons:**

Ice Cream MESSage (fall)

God Keeps His Promises (Christmas)

Jesus Gives Life and Hope (Easter)



**JYC Curriculum: TBA**

**2020 Summer Series: TBA**

To view the current curriculum series go to: [cefnorthsandiego.com/good-news-club-materials](http://cefnorthsandiego.com/good-news-club-materials)



## Ordering Materials

**To order materials at the 40% chapter discount**, call 760-655-9716 or email to [mail@cefnorthsandiego.com](mailto:mail@cefnorthsandiego.com).

**For clubs with sponsors** CEF will deduct the cost from your sponsored account.

**For clubs without a sponsor**, you will receive an invoice through email or by mail.

**Note:** The CEF North San Diego Chapter will NOT be able to place an order for a team that is out of funds due to previous orders or facility fee payments (if any). If this happens the team or individual will need to purchase their order from CEF Press directly and will not receive our chapter's 40% discount. Contact our office to get an update on your account balance.

For information about all available materials, visit [www.cefpres.com](http://www.cefpres.com).

## Online Resources



Our website [www.cefnorthsandiego.com](http://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*

Start-up for this 2019-20 school year will begin on an individual club basis to meet your team needs. Call or write to us and we will send you a survey form so you can supply us with your information.

Needed details include: the names of team members, their roles on the team, and the dates you plan to start and end your club. We will let you know who needs what paperwork to be completed before a facility request can be submitted. Slow responses with the needed paper work will result in delaying your start date.

Team coordinators will receive information for starting or restarting a club that we are explaining as “The Pathway to Beginning a Club” for this new school season.

Four Quarterly Workshop sessions during the school year will be given for the GNC teams to cover the four sets of six lessons each. The success of the clubs significantly relies on team attendance. Attendance at the Quarterly Workshops is required for Bible and memory verse teachers and subs, and annual GNC in-service sessions are required for all team members. New team members starting mid-year must attend *Good News Club Orientation*.

For more information contact us at 760-410-8484 or [mail@cefnorthsandiego.com](mailto:mail@cefnorthsandiego.com)

*Refer to our website for classroom management tips:*

<https://cefnorthsandiego.com/classroom-management/>

# 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.

## ***GNC* Templates and Masters**

**6-week Lesson Schedule (Organizational chart)**

**Weekly Schedule**

**Attendance Chart**

**Regulations for Parent Pickup (Eng & Span)**

**Volunteer Name Tags**

**Child Name Tags**







## **Good News Club® Regulations**

School Year 2019-2020

Dear Parent: We are so glad that you are allowing your child to attend the *Good News Club* at \_\_\_\_\_ Elementary. Many preparations have been made to make sure that each child has a positive and enjoyable experience.

### **Safety is Priority**

Safety is our priority throughout the club time. This includes dismissal. Children need to be picked up when the club dismisses at \_\_\_\_\_ pm. If you do not arrive by 15 minutes after dismissal, we will call the numbers you have supplied on your child's permission slip. If no one has responded to pick up your child by \_\_\_\_\_ pm, [ 45 min. after end time :] we are required to call the non-emergency number for the police.

**If picking up your child on time is not possible, please wait to send your child to club when you can make an arrangement for an on-time pick-up. Our volunteers are not allowed to walk or drive children home.**



Thank you for your support of the *Good News Club* regulations.  
Child Evangelism Fellowship of North San Diego County    mail@cefnorthsandiego.com    760-410-8484

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## **Reglas para el CLUB de BUENAS NOTICIAS®** para el año Escolar 2019-2020

Queridos Padres: estamos muy contentos que permitan a sus hijos asistir al *Club de Buenas Noticias* que se reúne en \_\_\_\_\_ Elementary. Se han echo muchos preparativos para asegurarnos que cada niño tenga una experiencia agradable y positiva.

### **Seguridad es Prioridad**

Prioridad es seguridad dentro de la hora del club. Esto incluye el tiempo de despedir la session. Los padres necesitan estar en punto a las \_\_\_\_\_ pm para llevar a sus hijos a sus hogares. Si usted no ha llegado a recoger a su hijo después de 15 minutos de la despedida de la session, llamaremos a los números de teléfono que usted proveo en la hoja de permiso. Si no hay respuesta a la llamada después de las \_\_\_\_\_ pm [ :45 min. after end time ], estamos obligadas a llamar el número de no emergencia de la policía.

**Si usted no tiene la posibilidad de recoger a su hijo a tiempo, por favor espere y no deje al niño asistir al club hasta que usted o una persona de confianza sea responsable de aserlo.**

**No se admite que nuestras voluntarias lleven a ningún niño a su casa.**

Gracias por su co-operación en las reglas de el *Club de Buenas Noticias*.

Child Evangelism Fellowship of North San Diego County      mail@cefnorthsandiego.com      760-410-8484



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