

Organizing the After-School Good News Club®

Prior to Starting Club

1. Assign jobs to workers.
2. All volunteers need to complete Child Protection paperwork.
3. Get official nametags from the local *Child Evangelism Fellowship*® office.

Club Day: Set-Up

1. Arrive at the school about thirty minutes ahead of time and sign in at the school office; wear your *Good News Club*® (*GNC*™) name tag and proceed to the club location for set-up.
2. **Administrative Assistant/Coordinator**—Put out grade signs and grade boxes in the designated areas for each grade helper. Organize the coordinator area with permission slips, blank nametags for new students, extra pens, paper and stickers.
3. **Grade helpers**—Prepare grade areas for the children. Display grade sign and put out name tags in preparation for the children's arrival.
4. **Snack coordinator**—Put out the appropriate number of snacks and drinks in each grade area. Note any separate snacks for children with allergies.
5. **Main teacher**—Prepare the teaching area.
6. **All workers**—Gather for instruction and prayer for the children. Commit all club activities to the Lord before children arrive.

Club Day: Arrival and Snack Time

1. Remind the children that it is club day.
2. Greet the children at the door and direct them to their grade area. If they have a permission slip with them, they can be sent to the administrative assistant for a temporary name tag.
3. Each **grade helper** should be positioned near their grade sign with their "grade box." The grade box will contain their grade attendance sheet, children's name tags, a fine point marker, stickers and a take home baggie with candy and verse tokens for each child. Show children where to place their back packs. This should be near their grade sign.

Help children find their nametags and open their snacks. If a child does not have a name tag in the grade container, he should be sent to the administrative assistant.

4. Introduce yourself. Get to know your group. Show them warmth and love. Listen to memory verses and keep track by using stickers on their nametags.
5. Focus on the children and not the other workers.
6. On week three all children will receive a *60-Day Wonder Devotional Book*. Each week thereafter during the snack time, check each child's devotional book and record on the attendance sheet the number of days completed. Encourage your children to spend time with God each day.
7. As you are talking with your children, a child may make a prayer need known. Give time to write prayer requests and put in the "God Can" or "Jesus Can." (If you have young children they will need help writing out their request).
8. Take children to the restroom as needed during snack times. Never be alone with a child or go into the bathroom with them.

Club Day: Teaching Time

1. The **Main Teacher** should give the children a five-minute warning to finish up their snack. You can then direct children to throw away their trash.
2. Collect the nametags of absent children and place in the "Absent" bag.
3. Walk the children to the teaching area in an orderly manner.
4. After the children move to the teaching area, the **snack coordinator** should go around and collect any snacks that are leftover and clean up any trash or spills left on the floor.
5. Sit with your group. Don't let children sit on your lap. They can sit close to you.
6. Participate in all club activities.
7. **Grade helpers** especially should watch for any disruptive behavior in their group and give special attention to those children. Be discreet as you handle problems. Be careful about facial expressions and becoming angry. Choose your battles. Show love.
8. PRAY! PRAY! PRAY!
9. The club hour includes a Bible lesson with an invitation and an opportunity to counsel children who respond. There will also be a memory verse, songs, a missionary story, a review game, *Wonder Time*[™] and short prayers.

Club Day: Dismissal

1. Each **grade helper** should return to his grade's designated location. Hand out verse tokens, candy, devotional books and the quiet seat prize.
2. Direct children to get their backpacks and coats. Have helpers take care of walkers first. There can be a helper (other than a grade helper) in charge of all walkers and another in charge of all "after-school care" children.
3. Line up your group and walk them out to the pick-up area. Have them sit down in a group.
4. Assign one helper to direct traffic.
5. Maintain order. Have something fun for them to do, a question to answer or a game to review the memory verse. Keep them occupied.
6. Walk each child to the car and remove nametags.
7. Greet the parents and let them know you enjoyed their child that day. In this brief contact you are building a relationship.
8. Call parents who do not arrive after 15 minutes.

Club Day: Final Events

1. Check room and restrooms to make sure all children are out.
2. Clean up the room and leave it as you found it.
3. Finish filling out the paperwork and give grade boxes (with attendance sheet, name tags and any leftover take-home items) along with counseling cards to the administrative assistant and any prayer requests to the prayer coordinator before leaving.
4. Gather the team for prayer, thanking God for all He has done.
5. Sign out at the office as you leave.

Before Next Club

1. **Grade helpers** should send postcards to absentee children.
2. Send birthday cards or get-well cards as needed.
3. Try to call two children a week from your grade, building a relationship with them and their family.
4. Pray for the children in your group by name.
5. Visit a child's home as appropriate.

Good News Club® Personnel

Team Leader

Responsible for recruiting *Good News Club*® (*GNC*™) personnel and for the oversight of this team during the club year. Includes organizing and leading team meetings for prayer and encouragement.

Administrative Assistant/Coordinator

Responsible for coordinating permission slip and nametag distribution, arrival/dismissal procedures and attendance/record keeping—primary contact between club, school and local *Child Evangelism Fellowship*® (*CEF*®) office.

Main Teachers

A minimum of two. Responsible for oversight of the club schedule and the teaching of the Bible lesson and memory verse.

Assistant Teachers

A minimum of two. Responsible for leading the songs, missionary story and/or review game time during club. This person could also serve in another role such as prayer coordinator or grade helper.

Prayer Coordinator

Responsible for gathering prayer requests from club leaders each week and passing them on to other prayer partners and church prayer list. Also responsible to e-mail the *CEF* office with prayer requests.

Snack Coordinator

Responsible for coordinating snack each week and bringing it to club. The snack coordinator could also be in charge of preparing the take-home bags for the children.

Grade Helpers

Responsible for being the helper in charge of a grade or small group. Responsibilities include greeting students in their assigned grade or small group as they arrive, supervising their snack time, listening to their verses, sitting with them during club and through dismissal time.

Counselors

Responsible for counseling children who respond to the invitation during club. Anyone assigned to another job may also be a counselor.