



Planning Document

Secret Agents Holiday Club

Time	Item	Details	Who	Notes
Three months before	Spiritual Program	<ul style="list-style-type: none"> Fix the Bible teaching for each day. 	Overall Leader	<ul style="list-style-type: none"> Lock the Big Idea for each day
	Book the venue	<ul style="list-style-type: none"> Which rooms will be needed? 	Overall Leader	<ul style="list-style-type: none"> Do any rooms need modifying to make them suitable?
	Educate the Church	<ul style="list-style-type: none"> Announce the dates Explain the purpose Ask for help: Inviting friends and offering to be a children's leader Perform the 'advert in church' sketch 	Overall Leader	<ul style="list-style-type: none"> The Secret Agents Academy is aimed at guests rather than regular churchgoers, though both will love it. Families together need to be praying for those they want to invite.
	Recruit the team	<ul style="list-style-type: none"> Recruit Leaders Identify key individuals to delegate tasks to 	Overall Leader	<ul style="list-style-type: none"> Delegate Preparation: Bookings, Starter Activities, Cookery, Craft Identify: Bill & Ted
	Fix Training Evening	<ul style="list-style-type: none"> What date(s) will the training evening be? 	Overall Leader	<ul style="list-style-type: none"> One hour is usually enough for new leaders
	Open bookings	<ul style="list-style-type: none"> What advertising is needed? Write/Review booking form How will allergies and special needs be captured? 	Bookings Leader	<ul style="list-style-type: none"> Think carefully before you invite all local school children arbitrarily. To have the most impact you want to invite those who are already friends with church families.
	Fix Speakers	<ul style="list-style-type: none"> Who will give the Bible talks to the children? 	Overall Leader	<ul style="list-style-type: none"> It could be a different person each day. Will you ask them to write their own talks or edit those provided with this program?
Six weeks before	Recruit other roles	<ul style="list-style-type: none"> Leaders' Bible thoughts Sketch Wakey Wakey Leader Sports Activities 	Overall Leader	<ul style="list-style-type: none"> Who will prepare and give these? Not a big role. Just needs some energy & enthusiasm
	Recruit Registration Team	<ul style="list-style-type: none"> Only needed at the start of each day 	Bookings Leader	<ul style="list-style-type: none"> A role for those who are well organized but perhaps would prefer not to work with children.
	Shopping	<ul style="list-style-type: none"> Bandanas Team T-shirts Stationery Props for dramas 	Anyone!	<ul style="list-style-type: none"> Not essential Not essential Pens, felt tips, glue, scissors, paper Bible dramas and Bill & Ted dramas

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One month before	Recruit young people	<ul style="list-style-type: none"> • Invite 14-18 year-olds to be junior leaders • Invite 11-14 year-olds to be helpers 	Youth work Leader	<ul style="list-style-type: none"> • Explain the role, explain the responsibility, enthuse and encourage participation.
	Recruit set-up helpers	<ul style="list-style-type: none"> • Find two willing helpers for the day or two before the Academy 	Overall Leader	<ul style="list-style-type: none"> • For jobs like printing, photocopying, setting up rooms/activities and coping with last minute emergencies.
	Back drop & decor	<ul style="list-style-type: none"> • Delegate the venue decoration 	Décor Leader	<ul style="list-style-type: none"> • Might be minimal. Children enjoy a themed venue.
Three weeks before	Music	<ul style="list-style-type: none"> • Delegate music and band 	Overall Leader	<ul style="list-style-type: none"> • Give the preferred plan for which songs on which days. Or plan the CD player!
Two weeks before	Sketch boards	<ul style="list-style-type: none"> • Paint boards white if needed • Sketch with pencil 	Anyone!	<ul style="list-style-type: none"> • Check how many boards are needed? • This preparation does not have to be done by "The Sketch"
	Leaders' Preparation	<ul style="list-style-type: none"> • Allocate leaders to age groups • Send out relevant materials • Training sessions for new leaders 	Overall Leader	<ul style="list-style-type: none"> • Consider or ask Leaders which ages they would prefer. • Relevant worksheets, Overview, Timetable with some guidance as to how you want them to prepare
	Check on delegated tasks	<ul style="list-style-type: none"> • Are those responsible for other areas on target to deliver? 		<ul style="list-style-type: none"> • Starter Activities, Craft, Cookery, Sports Activities, Children's talks, Leaders' Bible thoughts, Sketch, Bill & Ted, Bookings
One week before	Close Bookings?	<ul style="list-style-type: none"> • Will you keep bookings closed or allow new bookings on the day? 	Bookings Leader	<ul style="list-style-type: none"> • This probably depends on what your own church's traditions and culture are.
	Print materials	<ul style="list-style-type: none"> • Worksheets • Leaders Materials • Name badges 		<ul style="list-style-type: none"> • Print at least 20% more than you need • Timetables, Overview, Worksheets
	Refreshments	<ul style="list-style-type: none"> • Recruit & Delegate to a team 		<ul style="list-style-type: none"> • Do you want your church to bake cakes and biscuits? Beware of any allergies.
	Powerpoint	<ul style="list-style-type: none"> • Prepare the powerpoint for each day 		<ul style="list-style-type: none"> • Incorporate Bill & Ted visuals, song words, Bible story visuals and talk visuals
A few days before	Decide on Spy Den groups	<ul style="list-style-type: none"> • Which children are in which group? • Keep friends together 		<ul style="list-style-type: none"> • Always be flexible for parents to "demand" that their children's groups be changed. • Print out lists for leaders to tick children in
	Set up venue	<ul style="list-style-type: none"> • Spy Dens • Activity Zones • Bill & Ted "stage" • Projector & P/A 		<ul style="list-style-type: none"> • Tables, chairs, stationery, worksheets, badges

Time	Item	Details	Who	Notes
After each day of the Academy	After children go home	<ul style="list-style-type: none"> • Check boxes in each group to check supplies • Prepare for next day Starter Activities • Lay out Worksheets for the next day. 		
During the week	Prepare for Sunday	<ul style="list-style-type: none"> • Finalise the plan for Sunday's celebration • Which leaders are available? • Flyers for the Sunday celebration to invite guests 		<ul style="list-style-type: none"> • Sunday's celebration functions to bring guest parents to church, to highlight the success of the week, to conclude the Academy with the children and to celebrate the week with the church family



Roles & Responsibilities

Secret Agents Holiday Club

Role	Description	Is this an essential role? Does this need to be done by a dedicated individual?	Is this a nice-to-have role? Could this role be combined with another?
Overall Leader	The one person who has oversight of all aspects of the Academy. Totally clear on the one teaching Aim for the day and will ensure that it is communicated to the Academy. Delegating wherever possible to train others in how to work well with children. With few leaders available, the Overall Leader may operate/function/fill (in) multiple roles!	Yes. The part of this role which introduces each slot and welcomes the children at the front of the Main Meeting Area could be given to another leader who prefers that element.	
Academy Leader	The face of the Academy, who gives clear direction whenever the Academy meets in the Hall. They will give a warm welcome each day, and guide the academy through the day. On the first day, give a sentence of explanation for each section. On subsequent days say less, being mindful of new arrivals. Aim to say as little as possible, rely on the repeated routine of each day and the theme tunes to introduce each section.		Yes. This might be the same person as the Overall Leader. This person needs to be different from Bill & Ted
Spy Den Leaders	Each spy den will have their own leaders. Normally, a spy den would have at least two leaders, with one acting as a Team Leader.	These are the heartbeat of the Academy. Let them be dedicated to the children, building the personal relationships. Aim for a ratio of at least 1:8.	
Applications	Generally you will want to take bookings in advance. For each child you need to know their name, their school year, their parents' name & contact details, any allergies or special needs. Plus taking any payment. The more that can be done in advance the less hassles there are on start day.	The preparation for these can be delegated to someone who is not helping during the week.	Yes.

Role	Description	Is this an essential role? Does this need to be done by a dedicated individual?	Is this a nice-to-have role? Could this role be combined with another?
Registration	Registers children at point of arrival	Only needed for the first 30 minutes of the club. 9.45am (when doors open) until 10:15am.	Yes. Could be combined easily with other part-time roles
Bill & Ted	Two actors. Ted's character needs a more gifted actor. Bill is a "straight" role and requires the actor to be able to speak lines in public. Minimal costume: School caps, identical tracksuit bottoms, contrasting tracksuit tops (red and blue?) with a huge "B" & "T" sewn on respectively. Bill & Ted can be played by men or women. Perhaps Billie & Tilly?		Two Leaders could do this.
Dr G	One actor. This is a character who plays a role similar to 'Q' from the James Bond films. Each day he supplies Bill & Ted with a gadget to help them on their mission.		With a smaller team, you could drop this role from the dramas without affecting anything else.
Sketch	A person with the ability to use a fat pen to ink over pre-drawn sketches with confidence & flair.	In advance someone needs to draw the sketches onto the boards in pencil. The sketches can be projected onto the board to make the pre-work even easier.	Yes. Only needed for the two Sketch slots in the day
P/A team and Powerpoint Operator	If you have a live band, this person operates the mixing desk. If you use a CD player this person controls the player and its volume.		Yes. Use Leaders. Good role for a 11-14 year-old.
Actors for Bible Story	Each day a different number of characters are needed. Actors just need the confidence to speak lines in public. Rehearse it once or twice in advance.		Yes. Use Leaders. If you don't want to act this out using your leaders, you could find a DVD or a suitable youtube clip to tell each Bible story.
Wakey Wakey Team	This is a person who comes up with a simple, repeatable Aerobics style routine, and leads the children in that 3 minute routine each day.		Yes. Use a Leader. Good role for a 11-18 year-old.

Role	Description	Is this an essential role? Does this need to be done by a dedicated individual?	Is this a nice-to-have role? Could this role be combined with another?
Refreshments Team	Distributes squash, water and biscuits to each Spy Den while the children are in the Main Meeting Area.		Yes. Can't be a leader (because they are sat with children when this role is busy). Good role for 11-14 year-olds.
Starter Activity	The preparation for this can be delegated in advance. The rooms need the materials to be set up before the children arrive.	The preparation for these can be delegated to someone who is not helping during the week.	
Activity: Sport 1, Sport 2, Craft and Cookery	There are two sides to these activities. Firstly the ingredients, components and materials have to be bought (and assembled to check it works). Secondly a Leader is needed to run each activity each day.	The preparation for these can be delegated to someone who is not helping during the week.	Yes. A leader can lead each activity each day.



Building relationships with children

“Do nothing out of selfish ambition or vain conceit. Rather, in humility value others above yourselves, not looking to your own interests but each of you to the interests of the others.” Philippians 2:3-4

1. Smile!

We are offering the children the best week of the year. That is the goal. From experience that is achievable. Our excellence does not come from expense, technology or even preparation. Our greatest impact comes from each leader loving individual children enough to give them the saving gospel of Jesus Christ in a way that they can respond to. That is life changing. That is worth smiling about.

2. Show that you're interested in them

- Children, just like adults, want to be loved. Children know when you don't really care. Treat them with the care and respect you would show to adults. They will love being cared for!
- Ask them open questions about themselves - What do you like about Brownies, books?
- Care for them and their needs. Discern moans from real issues.

3. Be open with them

Children love to feel that they are getting to know you and what you are like. Particularly when doing the worksheets, offer examples from your own life so that they find out what the gospel *lived* looks like.

4. Be fair

Whatever you feel about an individual child, remember the Biblical model of not showing favouritism.

5. No gossip

If you need to discuss a child, please keep it within your group leadership, or express concerns to the overall leader.

Discipline

We want to provide loving discipline in order for the children to have a good, safe holiday club where they can learn. Children flourish when the boundaries are clear and they see other children receiving loving discipline. We need to provide positive encouragement when the children's behaviour is good, and not be scared of correcting children when their behaviour falls below expectations.

- Enjoy the club yourself – children will take their attitude lead from you.
- Look for opportunities to *catch* a child doing the right thing. Praise them. Others will notice.
- Get to know the children, then they will mostly want to please their leaders.
- Remember their names.
- Include the whole group, including shy children – the children will see how you respect every member of the group and will imitate you.
- Split up disruption – just quietly move or sit between children who are less engaged.
- Don't shout to get attention – devise a signal. Keep your voice firm but low.
- Have a discipline procedure ready for situations where one child prevents others from enjoying the session.
- The children are the priority at the holiday club. Safety and security are key issues. Please refer all safety issues to the overall Leader and report all accidents to them.
- Ensure that you comply with your organisation's safeguarding policy.

Explaining Christian truth to children

1. Involve the family

We want to share the good news with the child's wider family.

When we present big truths of salvation, the child will naturally talk to their parents about this. We want to be in partnership with their parents too. So;

- Only share with a child what you would be happy to share with their parents.
- Encourage the child to share what they have done and learnt with their parents. Taking the worksheets home each day will be the normal way this can be done.
- Ensure that every child is loved no matter how much they understand or care about the teaching.
- Make sure the parents get all the relevant information about the family events.
- Try to get to know the parents over the week. We want to love whole families.

2. Don't assume anything.

Let's not assume that a child has any prior Christian teaching of any kind. We start from square one this week.

3. Talk in a way they will understand

The younger the child is, the more they think in concrete, literal terms. As adults we need to speak in a way that they can understand without Christian jargon.

4. Explain the gospel in terms of relationship

All children understand relationships. It is probably the most important and powerful influence in their lives. It makes sense to a child to hear about wanting to be friends with Jesus.

5. Don't just talk at the children, but ask them questions.

Don't keep talking when they don't seem to understand! Have confidence to stop. Start work on the activity sheets and come alongside them, listen to their sticking points, help them vocalise what they have learnt. They will remember a lot more this way. They will value us being interested and listening to them.