



Daily Timetable

Secret Agents Holiday Club

	Activity	Need	Led by
09.00	<ul style="list-style-type: none"> Bible Study Prayer & Leaders' Briefing 	<ul style="list-style-type: none"> Bibles Worksheets 	<ul style="list-style-type: none"> Overall leader
09.20	<ul style="list-style-type: none"> Prepare Spy Dens and Hall 	<ul style="list-style-type: none"> Materials for the day 	<ul style="list-style-type: none"> Spy Den Leaders
10.00	<ul style="list-style-type: none"> Open Doors Registration 	<ul style="list-style-type: none"> Money Box Registration Forms 	<ul style="list-style-type: none"> Registration Team
10.00 -10.20	<ul style="list-style-type: none"> Collect and take to Spy Dens Starter Activities Give out name badges 	<ul style="list-style-type: none"> Starter Activity materials Name Badges 	<ul style="list-style-type: none"> Spy Den Leaders
10.25	<ul style="list-style-type: none"> Loud theme to gather in Hall Welcome and notices Introduce Bill & Ted 	<ul style="list-style-type: none"> Gather Theme Bill & Ted Theme 	<ul style="list-style-type: none"> Academy Leader Bill & Ted
10.35	<ul style="list-style-type: none"> Dr G Sketch: Question sketch 	<ul style="list-style-type: none"> Dr G theme Sketch theme 	<ul style="list-style-type: none"> The Sketch
10.40	<ul style="list-style-type: none"> Revision Quiz in Spy Den Huddles 	<ul style="list-style-type: none"> Not on Day 1 	<ul style="list-style-type: none"> Academy Leader
10.45	<ul style="list-style-type: none"> Song: Song 1 Song: Song 2 	<ul style="list-style-type: none"> Band or CD Powerpoint 	<ul style="list-style-type: none"> Academy Leader - with Bill & Ted, plus Actions
10.50	<ul style="list-style-type: none"> Bible Story with Bill & Ted + friends 	<ul style="list-style-type: none"> (NO theme tune) 	<ul style="list-style-type: none"> + others
11.00	<ul style="list-style-type: none"> Wakey Wakey! 	<ul style="list-style-type: none"> Wakey Wakey! Theme 	<ul style="list-style-type: none"> WW Leader
11.05	<ul style="list-style-type: none"> Talk 	<ul style="list-style-type: none"> Powerpoint 	
11.15	<ul style="list-style-type: none"> Spy Den Time Refreshments 	<ul style="list-style-type: none"> Worksheets Drinks and Snacks 	<ul style="list-style-type: none"> Spy Den Leaders
11.45	<ul style="list-style-type: none"> Main Activities Sport 1, Sport 2, Craft, Cookery 	<ul style="list-style-type: none"> Prepared equipment 	<ul style="list-style-type: none"> Various
12.05	<ul style="list-style-type: none"> Loud theme to gather in Hall Welcome back Bill & Ted Return Secret agent or Double agent? Sketch: Answer sketch 	<ul style="list-style-type: none"> Gather Theme Bill & Ted Theme Secret or Double Agent Theme Sketch Theme 	<ul style="list-style-type: none"> Academy Leader Bill & Ted Bill & Ted The Sketch
12.10	<ul style="list-style-type: none"> Bill & Ted conclude the day 		<ul style="list-style-type: none"> Bill & Ted
12.15	<ul style="list-style-type: none"> Song: Song 3 Song: Song 4 (if time) Farewell. Prayer 	<ul style="list-style-type: none"> Band or CD Powerpoint 	<ul style="list-style-type: none"> Academy Leader - with Bill & Ted plus Actions Academy Leader
12.25	<ul style="list-style-type: none"> Return to Spy Dens 	<ul style="list-style-type: none"> Invitations for Sunday & completed Worksheets 	<ul style="list-style-type: none"> Spy Den Leaders
12.45	<ul style="list-style-type: none"> Leaders gather for feedback and prayer 		<ul style="list-style-type: none"> Overall Leader



Daily Timetable (with explanation)

Secret Agents Holiday Club

	Activity	Place	Explanation
09.00	<ul style="list-style-type: none">Bible StudyPrayer & Leaders' Briefing		<p>The Leadership team needs to submit first to God's Word. Read the passage for the day and give them a five-minute single thought from it. Don't try to teach everything from the passage, or even the Big Idea for the day, instead draw out one idea from the passage that will encourage the team. Pray as a team in response to that thought.</p> <p>For the Briefing, the Overall Leader gives the team the single clear Aim for the session. Every leader needs a timetable and their own Spy Den's worksheet. Show them where the focus needs to be. Have any lessons been learnt from yesterday?</p>
09.20	<ul style="list-style-type: none">Prepare Spy Dens and Main Hall		<p>Appoint a team leader for each Spy Den Leadership team. When the Spy Den Leaders meet in their area include a moment of prayer together. They need to check that they have got all the resources and materials that they need for the coming day.</p>
10.00	<ul style="list-style-type: none">Open DoorsRegistration		<p>The first day is different: Lots of questions, group changes and money being paid. On subsequent days, parents just need to register their children as they arrive, with the opportunity for them to fill in any registration forms and pay money owed. Locate the registration point near the main door.</p>
10.00 -10.20	<ul style="list-style-type: none">Collect and take to Spy DensStarter ActivitiesGive name badges	In Spy Dens	<p>On the first day, leaders need to escort parents with their children to their Spy Dens. On other days it is only the newcomers who need to be escorted. Only parents can drop their children in their Spy Dens with their leaders. We want parents to meet, and get to know, their children's leaders.</p> <p>As soon as the children arrive, they need to be immersed in the starter activity. Every child has to be made busy, so that they instantly forget any of their reservations. Leaders should focus care on those children who are guests.</p> <p>Every child needs a name badge and any other team identification, like a coloured bandana, t-shirt or cap.</p>

	Activity	Place	Explanation
10.25	<ul style="list-style-type: none"> Loud theme to gather in Hall Welcome and notices Introduce Bill and Ted 	In the Hall, all together	<p>Send someone to Spy Dens to gather children to the Hall. The theme is playing loudly to create a sense of a grand arrival. The Academy Leader stands ready, directing children where to sit. Youngest at the front.</p> <p>Longer welcome on the first day: Enthusiasm and warmth to start. Then clarify rules and key locations.</p> <p>Bill & Ted are adults acting as children. Their purpose is three-fold:</p> <ol style="list-style-type: none"> Entertain. It is essentially slapstick comedy and wordplay. Children usually cite Bill and Ted as their favourite part of the academy and the most memorable. Illustrate. The adventures that Bill and Ted experience have been chosen to illustrate the Big Idea of the day. Empathise. Bill and Ted grow in their understanding and their enthusiasm of the Gospel as it is presented, so we hope that they become role models for the children, in their learning. <p>We have found that initially many organisers want to ditch Bill and Ted because they seem unnecessary and difficult to perform. However, the repeated comment we hear is that actors need only a small dramatic gifting and a loose grasp on the scripts to achieve great benefits for the children.</p>
10.35	<ul style="list-style-type: none"> Bill and Ted introduce theme Sketch 		<p>Bill & Ted introduce the Big Idea of the day using an adventure they experience. They bring energy and enthusiasm. They do not need to memorise every line; they just need to hit the few key points and provide a narrative thread.</p> <p>“The Sketch” is a leader in disguise- perhaps in a boiler suit, dark glasses and a hat. This character never speaks only draws. We use an 8’ x 4’ sheet of 8mm MDF (landscape orientation) for each picture, painted white first. A much smaller board can do the same job. Sketch’s pictures can be prepared in advance by drawing the picture lightly with pencil on the board first. In front of the children, the Sketch can then ink over the picture, as Bill & Ted provide a commentary. This first picture poses the question that our session will be spent answering.</p>
10.40	<ul style="list-style-type: none"> Revision Quiz (not on day 1) 		<p>The Academy Leader invites children to huddle around their nearest Leader, then gives the three or four questions from the front. Children whisper answers to the leader. We are wanting to remind the children of where we are in the spiritual program. The other benefit is that newcomers can listen in for a “story so far...” Aim for an atmosphere of high-paced, feverish whispering in tight huddles. There’s no need to write anything down. Then run through the answers by buzzing around children with a microphone.</p>
10.45	<ul style="list-style-type: none"> Song 1 Song 2 (if time) 		<p>The Academy Leaders explains that there are three “must do’s” and one “can do”. All children must stand (because we’re singing to God), we must sing (because the words are true and wonderful) and we must smile (because we want everyone else in the room to know that we’re thrilled by these words). The children can do the actions. Bill & Ted can return to model the actions with enthusiasm. Normally we do an action per line of lyrics, so the youngest, who can’t read the words, can join in enthusiastically. We repeat about five songs during the week.</p>

	Activity	Place	Explanation
10.50	<ul style="list-style-type: none"> Bible Story with Bill & Ted + friends 	In the Hall, all together	The script is very close to the text of the Bible with some simplification and some explanation included. We want to engage the children with the drama of the Bible narrative. Bill & Ted act as the narrators and bring a lightness, as we have found that without them it feels like the least engaging part of the day – which would be a disaster! The tone of the drama should match the tone of the passage; so the story of the crucifixion will be sombre while the healing of the paralytic will be jubilant after his healing.
11.00	<ul style="list-style-type: none"> Wakey Wakey! 		We want the children to be totally focused for the talk. So this is just a bonkers five minutes of hyperactivity. Find a leader with unbounded enthusiasm. He/She leads a routine, in the style of an aerobics class. Add complexity as the week goes on and the children get better at the routine. Then the Academy Leader gets them settled and prays...
11.05	<ul style="list-style-type: none"> Talk 		This is the second most important time in the day. A 10–15 minute talk explaining the central meaning of the Bible story. If the club is 5–11 year olds, the talk is aimed at 7–8 year olds. The younger ones are engaged by the visuals, the narrative and then energy. The older ones bear with it. Leaders sat amongst the children. No loo trips (unless urgent). No fiddling. No disruption.
11.15	<ul style="list-style-type: none"> Refreshments Spy Den Time with Worksheets 	In Spy Dens	This is the most important time in the day. The children are responding to what they have heard. Have drinks and snacks ready for the children’s arrival. Within spy dens, split the children into sub-groups with each leader. Keep the same sub-groups & leaders each day. Each leader then works through the pre-prepared materials, deciding where to focus, responding to the group. Include every child; ask them questions and allow them to ask their own questions. The leader should aim to say less, where possible only asking questions. Finish by praying as a group. Encourage every child to prepare prayers in the STOP section (perhaps only a “thank you” prayer for one thing they have learnt). The children can decide if they want to pray their prayer out loud. Protect this time. No interruptions.
11.45	<ul style="list-style-type: none"> Main Activities Sport 1, Sport 2, Craft, Cookery 	Various	This is total brain rest. Memorable fun. Quality Secret Agent themed activities. Four activities run in four locations. Split the Spy Dens across these four locations. Over four days, each Spy Den will do each activity once. Younger children need more oversight. Some of the leaders will run the activity every day, while remaining leaders stay with their Spy Dens.
12.05	<ul style="list-style-type: none"> Welcome back Bill & Ted Return Secret Agent or Double Agent? Sketch 	In the Hall, all together	Back to the Hall. The Academy Leader settles them before introducing Bill & Ted. Bill & Ted find the “Secret Agent or Double Agent?”. This Leader will have been chosen in advance and prepared for the three questions. This is a simple testimony. They shouldn’t aim to be funny. They should give their testimony in simple language. We’re trying to show that this isn’t just facts to understand, this is a personal decision. Sketch wraps up the day with a picture. This second picture visually shows the answer to the question posed at the start.
12.10	<ul style="list-style-type: none"> Bill & Ted conclude the day 		Ted has not grasped the Big Idea. Bill points him to their earlier adventure to illustrate the Big Idea for the day. Ted gets it. Bill & Ted leave enthusiastically excited that there will be more tomorrow.

	Activity	Place	Explanation
12.15	<ul style="list-style-type: none"> Song: Song 3 Song: Song 4 (if time) <hr/> <ul style="list-style-type: none"> Farewell. Prayer 	In the Hall, all together	<p>These songs should reinforce the Big Idea. Any parents who have arrived early could be shown into the back of the hall, as the sight of so many children singing joyfully is tremendous!</p> <hr/> <p>Finish with an enthusiastic prayer of thanks for the many blessings. Academy Leader sends the Spy Dens back to their Dens.</p>
12.25	<ul style="list-style-type: none"> Return to Spy Dens 	In Spy Dens	<p>Parents only collect from the Spy Dens so that our leaders can pass on encouragements to the parents, getting to know them and inviting them to Sunday's service.</p> <p>Children leave their name badge and cap/bandana/T-shirt but take their worksheets home. On their last day, they take everything home.</p>
12.45	<ul style="list-style-type: none"> Leaders gather for feedback and prayer 		<p>Leaders tidy up their areas. Throw away the rubbish.</p> <p>Meet for 10 minutes all together. Each Spy Den team could give one sentence of feedback on their day and specifically on their Discussion time.</p>

Glossary

Spy Dens The children's small groups. Normally a group will have children of a similar age together. A leader ratio of about 1:8 is normal, although this will depend on the age and Special Needs in the group. It is also the name for the place where each small group can sit together, on their own, for various parts of the session.

Main Hall The place where all the children in the Academy can meet together.



Sunday Timetable

Secret Agents Holiday Club

Time	Activity	Need	Led by
-30 mins	<ul style="list-style-type: none"> Leaders Briefing: Focus attention on Passage, Big Idea and Discussion Q's. Check responsibilities. 	<ul style="list-style-type: none"> Worksheets Pictures 	<ul style="list-style-type: none"> Overall leader
0 mins	<ul style="list-style-type: none"> Children in the service with the adults. Service starts as normal. 		
	<ul style="list-style-type: none"> Bill & Ted present a summary of the week. 	<ul style="list-style-type: none"> Script: "Sunday Bill & Ted Church Drama" 	<ul style="list-style-type: none"> Bill & Ted
	<ul style="list-style-type: none"> Video or slideshow set to music or interviews with children (to share some of the thrill of the week). 	<ul style="list-style-type: none"> Prepared materials 	<ul style="list-style-type: none"> Academy Leader
+ 20 mins	<ul style="list-style-type: none"> Children and Leaders leave the service to go to Secret Agents venue. Parents remain in the service. 		
+ 25 mins	<ul style="list-style-type: none"> Welcome with enthusiasm. Notices. Introduce the last day of Secret Agents Academy. 	<ul style="list-style-type: none"> Gather Theme 	<ul style="list-style-type: none"> Academy Leader
+ 30 mins	<ul style="list-style-type: none"> Introduce Bill & Ted (No Dr G or Sketch or Quiz) 	<ul style="list-style-type: none"> Bill & Ted Theme Script: Sunday Bill & Ted Drama 	<ul style="list-style-type: none"> Bill & Ted
+ 40 mins	<ul style="list-style-type: none"> Song: Song 1 Song: Song 2 	<ul style="list-style-type: none"> iPod 	
+ 45 mins	<ul style="list-style-type: none"> Bible Story with Bill & Ted + friends (No "Wakey Wakey!") 	<ul style="list-style-type: none"> (NO theme tune) 	<ul style="list-style-type: none"> Bill & Ted + others
+ 55 mins	<ul style="list-style-type: none"> Talk 	<ul style="list-style-type: none"> Powerpoint 	
+ 65 mins	<ul style="list-style-type: none"> Spy Den Time 	<ul style="list-style-type: none"> Worksheets Pictures 	<ul style="list-style-type: none"> Spy Den Leaders
If time allows	<ul style="list-style-type: none"> Bill & Ted conclude the day (No "Secret agent or Double agent?". No Sketch) 	<ul style="list-style-type: none"> Bill & Ted Theme 	<ul style="list-style-type: none"> Bill & Ted
To Finish	<ul style="list-style-type: none"> Close with Prayer Explain that they are always welcome at church. Explain what is offered on a regular Sunday. 		<ul style="list-style-type: none"> Academy Leader

This plan takes children out of the service to finish the Secret Agents Academy, while their parents remain in the service to experience a "normal" Church service.

There are other alternatives to conclude the week

- **An evening awards ceremony.** At some point after the final Secret Agents Academy session, parents and children are invited back to the venue. Awards could be given out to some, or all, of the children, ensuring that guest children receive an award. The children might perform some of the songs from the week. Some of the components from the above plan could be included. There could be a celebration meal offered afterwards.
- **An all-age service.** Some guest parents would come to church expecting their children to stay with them throughout. An all-age service where the whole family stay together for the whole service can work better. The plan above can be easily adapted for this purpose.