



Easter Holiday Club Manual

by

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Forward

I am so grateful to Rachel and Kay for taking me in hand and listing all the different jobs to be done in preparing for Holiday Club. It has been quite cathartic to get all the tasks written down and to prepare a Timeline

Up until now I have had a sort of plan in my head that often resulted in me waking in the night remembering a job that needed to be done by yesterday! It has been fairly haphazard but, by the grace of God, appears to have worked.

Seeing all the tasks on paper is quite scary. I realise that over the years the organising has grown arms and legs! I suspect this is partly due to increase in administration and numbers and partly due to the fact that Holiday Club has been so popular and, as a result the expectations have grown. The hope is that by creating a Handbook it will make it possible to spread the load and easier to delegate jobs, providing clear guidance for those prepared to take on specific tasks. I have frequently been told by Brian that I am “pants at delegating” so this should help to rectify that!

The idea of the Handbook is that it will be an organic document, always growing and developing and in no way prescriptive. This represents what we do here and now at Wardie. Each year it will change depending on the people involved.

If you are reading this and planning a Holiday Club in a different Church I hope you will find this Handbook helpful but remember your Holiday Club will have its own requirements and priorities so please only use the information that is helpful to you.

I really believe that God blesses this outreach year by year. It has been a real privilege to be part of Easter Holiday Club and I look forward to the future.

Jane Scott

November 2012

Wishing all who run Holiday Clubs in the future every blessing.

Jane

Sept 2016



Timeline

Month	Action
April	<ul style="list-style-type: none"> • Decide dates for next session based on school holiday dates. • Contact Church office and book Church Halls from Friday prior to EHC through to following Friday. • Book Halls for Preparation afternoon.
May	Rest
June	Rest
July	Rest
August	Contact News@Wardie - submit dates for EHC to be printed in September edition .
September	Review Scripture Union literature to choose next year's EHC 'Theme'.
October	Meet with Minister to review/edit material for 'Team Hand Book'. Look out for Scripture Union downloads for 'Logo' , Drama, etc
November	<ul style="list-style-type: none"> • Plan Craft Activities (ideas and resources) • From the time the 'logos' are released work on posters/handbook/certificates etc
December	<ul style="list-style-type: none"> • Contact News@Wardie - submit dates for next year's EHC to advertise this to Helpers and Participants to be printed in January edition.
January	<ul style="list-style-type: none"> • Email Team Members to find out availability and advertise the launch of EHC. (check if members' children or siblings may be attending) • Meet to decide set design and Team Huts • Contact News@Wardie to place advertisement for EHC Registration in February edition. • Contact Trinity Spotlight to place an advert for EHC Registration. (TBC)



February	<ul style="list-style-type: none"> • Beg. Feb launch EHC at morning service or evening event • Print Registration forms (approx.1000) for Wardie Primary School and Edinburgh Academy for distribution following Feb. holidays • Meet with set builders/designers to discuss and source materials etc. • Check levels of paint and craft materials and determine what needs to be ordered. • Distribute posters - Church and local cluster churches(+ 10 Registration forms) • Contact News@Wardie - submit EHC 'Theme' for March edition and submit a prayer request for Congregation to hold EHC safety and success in their prayers. • End of February – EHC REGISTRATION STARTS
March	<ul style="list-style-type: none"> • Consider team/volunteers for leading groups at EHC. • Prayer Request Fliers in Intimations • MID MARCH – Preparation Afternoon EHC Handbooks distributed. • Consider and finalise groups of children for EHC.
April	<ul style="list-style-type: none"> • Ceiling cover in Main Hall requires to be put up on Saturday prior to the final Sunday Setting up afternoon. • Contact News@Wardie – submit photographs and EHC report for May edition of magazine. • Decide on dates for the next EHC!!



Administration

- Advertising
 - 'News @ Wardie' as per time line
 - Posters for Wardie, local churches and schools.
 - Trinity Spotlight as per time line
- Leaders plan balance of groups
 - List children in age (+/- special needs or requirements).
 - Organise into x6 groups (usually dependant on chronological/Primary school level).
 - Allocate leaders and helpers
- Print image reproduction forms for all helpers
- Print registration forms including permissions – see next page
- Print Parent Evening Invitation ready to be handed out at EHC Tues
- Print Handbooks ready for preparation afternoon
- Email preparation dates to volunteers, send reminders?
- List activities to be carried out at preparation and setting up afternoons (see separate sheets)
- Staff list to safeguarders ASAP re disclosures
- Certificates – individually named. Printed in colour during HC week

Registration desk

- See roles of staff
- Preparation/ setting up carried out at prep/setting up afternoons
- Attendance lists
- Payment sheets – money / float?
- Follow up on non-attenders



Registration Forms

- Design with logo
- Template form available with required layout/details, logo added annually
- Distribute to schools and local Churches after February holiday
 - Wardie – approx. 450
 - Edin. Acad. – (approx. 370) now pdf for email
 - Holy Cross, Inverleith St Serfs, St James - 10 each
- Places at EHC can only be confirmed when form returned
- 60 places ideally available (70 at a push)
- Places given on a first come first served basis
- Church secretary processes and confirms places by email
- Names listed on a spread sheet and updated regularly
- (remember to consider leaders children and siblings)



Theme

Once theme has been chosen:-

- Minister and Leaders to plan content of the week.
- Teaching
- Set design
- Design for posters / passes / logos / handbook / certificates / evening invites / reward tokens / reg. form
- Plan craft activities
- Plan activity/games ideas
- Plan Creative Prayer ideas
- Planning for Preparation afternoons.
- Activity sheets / word searches
- Possible "Ketchup" role
- Work out activity?
- Costume design?



Staff – see staffing details sheet

- Teaching (possibly Minister)
- x2 Leaders for front of EHC.
- Musical director / musicians
- x6 Group leaders (very important to identify and confirm as early as possible)
- 2-3 helpers per group
- Fun “Ketchup” (catch-up) role
- Catering staff
- Challenge coordinator
- Craft box/craft activity coordinator
- Drama Director & cast
- First Aider
- Registration staff/admin staff
- Work out leader
- Technical staff and set design/builders
- Photographer
- Games coordinator



Staffing Details for Holiday Club

Up Front Leaders

Two leaders to lead from the front. Their job is to co-ordinate and manage the timings for the programme each morning, welcoming the children, announcing the next activity, winding up each activity, reading out jokes and showing artwork, helping lead the singing and actions for songs. They are usually in character according to the theme. On the first day they meet the children coming into the Hall and help them to find their group. At the end of each morning they go to the Netherby Road door and make sure the children leave with their respective adult.

Group leaders

The group leaders preferably already have some experience of being involved in a Holiday Club. Their job is primarily to look after and get to know their own group of children. It is important to be at ease with the group teaching time and also to feel comfortable leading in prayer with the children. It is good to have a sense of “team” spirit. The groups are divided by age and will have different needs accordingly.

Helpers

The group helpers are there to support the group leaders. They should help to look after and get to know the children. They should also offer help to their Group leader and to keep eyes & ears open for where and when most help is needed. The younger children may need more help with craft and teaching times especially. It is important, especially among the younger helpers, to try and spread their attention among all the children in the group.

Games Leader

Plan and run games to fit in with the programme for the week. Some of these may be for all 60+ children and some for just the older or younger half, depending on how the week is planned. Games are often planned with two or three teams competing against each other. Gathering all the equipment and having it ready for the time slot each morning is very important. Everything is run to a very tight timetable and we need to move very swiftly from one activity to the next. Preparation is very important. During the Holiday Club week all equipment can be stored in the Green Room.



Crafts Co-ordinator

Plan craft activities to fit in with the programme for the week. Some of these may be for all 60+ children and some for just the older or younger half, depending on how the week is planned. It is important to make a sample of each craft, firstly to identify (and resolve) any potential difficulties and secondly to show the group leaders what they are aiming to make with their groups. The materials for each craft need to be gathered & prepared. It may be necessary to put out a request to the congregation for some items. (Please coordinate this with others on team as there may be other requests.) A short instruction sheet for the group leaders should be prepared for each craft. The craft materials and instructions for each day should be carefully counted out ready for each group before the team meeting each morning. During the Holiday Club week all materials can be stored in the Green Room.

Drama Director

Gather actors for the drama and photocopy, highlight and distribute scripts. Arrange rehearsals for those involved in the daily drama. It helps if at least one or two of these are in advance of the week itself. Props for the drama need to be gathered and/or made before the week starts and sorted into a bag or box for each day. During the week they can be stored in the Green Room.

Photographer

Take photos of activities each morning: some group shots and some close ups of 2 or 3 children together, and some of the team. At the end of each morning download the images on to the church computer. Print a selection of the photos and paste to notice boards before the following morning so that the children can see them and show their parents when they arrive that morning. Later in the week it is good to take an "official" photo of each group with the leaders. After the children have left on the Friday it is also a good idea to take a photo of all the Team together.

Music & band

Musicians welcome for band. Music will be issued well in advance of the Holiday Club week. Please ask if you need help with transposing music.



Refreshments/Catering Staff

For team & snack time for children. Coffee, tea and juice are served at the Team meeting at 9.30am each morning. Home baking is always greatly enjoyed!! This sets us up for the morning as we do not stop to snack when the children have their snack. In the middle of each morning a snack tray is brought to each group. There is a drink of juice and something to eat for each child. A tray of refreshments is brought into the hall for the team once the children leave at the end.

Refreshments are served up at the Family evening.

On the Friday each member of the team brings some food and/or drink and we join together in a “bring and share” lunch.

Registration Staff

A friendly welcome is given to the children every day, and to the adult who brings them. Names are marked on the register, payments are recorded and name badges are issued. Some days children will arrive who have not registered. Numbers need to be checked to make sure we do not go over the limit. A registration form then needs to be completed by the accompanying adult and the child needs to be handed over to a group leader.

Group Craft boxes

Prepare 6 group boxes with items such as: PVA glue – flora tubs, glue spreaders, a Permanent Marker, glue sticks, scissors, felt pens, pencils, sharpener, rubber, biro, sequins, glitter, paper/material scraps etc.

A staff box also needs to be prepared with extras of the above materials and a staple gun, Blutak and sharp scissors.

Work Out

Plan and lead a short exercise programme for all the children, about 3 - 5 minutes in total each day. It should tie in with the theme of the week.

First Aid

At least two up-to-date Certificate holders needed.



Challenges

A messy challenge, often involving food, needs to be planned for each day. This should be suitable for 6 children at a time and should be a very short activity. The equipment for each day needs to be gathered/made and ready to go at the correct time on the programme. Everything is run to a very tight timetable and we need to move very swiftly from one activity to the next. A challenge is also needed for the Family Evening suitable for 4 adults (+/- 4 children)

Technical

DVD, PA system, lights, moving furniture, etc
Being ready with and moving equipment into hall swiftly at time of activity. esp. for games & for challenges. Finding out from person organising activity what/where/when needed.

Hall Decoration/Set design & Construction

Any ideas and help in planning this and preparing for this are very welcome. Practical construction skills would be very useful. Give time in preceding weeks especially pre-preparation afternoon and pre-setting up weekend. Help to source materials once the design is finalised. Building props, painting scenery & props. Helping post-Holiday Club to dismantle scenery & props and to take a load to the tip.



Teaching

- Liaise with minister to appoint teacher.
- Planning – daily message to be taught.
- Role / script for x2 Leaders
- Music and singing?
- Information for handbook.
- Daily teaching sheets and resources.
- Creative Prayer activity?



Set Design

Hall

- Plan Stage set design with resident artist.
- Check sufficient materials to line walls and floor if not source alternatives
- Prepare / line walls in main hall for setting up afternoon
- Design, construct set.
- Construct, paint props.
- Construct, paint group Huts.
- Mail box
- Box for challenges.

Registration Desk and Corridor

- Prep corridor / line walls
- Construct Registration Desk
- Signs and bunting for outside.

Main Hall Ceiling

- Saturday morning before final preparation Sunday organise to have ceiling draped with tenting – high ladder work involved. Also any other ladder work.
- Cover sides of hall floor with polythene sheeting

PA System/projection system

- Advice from Technical Expert
- Check that PA system is all working and that lapel mikes each work.
- Set up overhead projector on stage or tablet/laptop and reverse projection before Setting up afternoon. Set up screen.



Crafts – boxes and activities

- Visit Scrap store in Musselburgh.
- Supplies for the chosen craft activities need to be sourced and supplied in time for the preparation afternoon
- One craft resource box per team is restocked then compiled on the final Sunday setting up afternoon see Appendix 8
- Leaders craft box for front of house (restricted items/sharps)
- A craft activity relevant to the theme is required for the groups of children each day.
- Craft activities need to be achievable by ALL age groups. Alternatively have 2 levels of activities one for younger, one for older groups.
- Each craft activity needs to be planned then given a test run to make sure it works and is manageable in the allotted timescale.
- Clear instructions given and all the required materials gathered for the preparation days to allow for the craft packs to be made up.
- It is essential that the craft activity is then made up into packs that can be given to each group at the appointed time on the day of the activity.
- It is wise to have a couple of spare craft activity packs available in case extra children are present.
- Liaise with ideas for creative prayer

(Past Crafts – see Appendix 3)



Drama

Once the 'EHC Theme' has been chosen a Drama Group has to be recruited and given direction to allow for the planning and rehearsal of a daily Drama slot to be performed to the children. Holiday Club materials contain a daily soap script.

- Director
- Cast
- Rehearsal
- Props

The Cast can rehearse on the Set up afternoons and will meet prior to the team brief each morning to do final rehearsal for the daily performance.



Creative Prayer

Once the theme has been chosen a short creative prayer idea can be planned relating to the teaching for each day. This needs to be accessible for all the ages. As with the craft, a test run for each activity worked through to make sure it works and is manageable in the allotted timescale.

It is essential that the prayer activity is then made up into packs that can be given to each group at the appointed time on the day of the activity.

It is wise to have a couple of spare packs available in case of extra children being present.

(Past Creative prayers – see Appendix 2)



Challenge

Daily 'Challenge' – coordinator to organise

- Children can volunteer each day to do the challenge.
- Younger groups may need to be facilitated by group leader. This would be by way of explanation of what the task involves and possible support to enable the child to participate by alleviating any anxiety or concern.
- Children can opt out at any time - this should be a positive enjoyable activity.
- Planning – a variety of fun, food, messy and skill based activity achievable across the spread of ages attending EHC.
- Requires planning to allow info to be given at 'team briefing' each day.
- Preparation –Challenge needs to be ready each day for slick set up, performance then clear up.
- Props, resources and floor covering may be required depending on the type of challenge.

(Past Challenges – see Appendix 4)



Music

- Liaise with Music director
- In collaboration with the Minister and leaders the themed Music and songs for the EHC will be planned.
- Theme song rehearsed at preparation afternoon, all songs rehearsed at setting up afternoon
- Request for team members who play musical instruments to join band.
- Music for songs to be transposed if necessary for Bb instruments.
- Music to be photocopied.
- Acetates of words to be photocopied or words to be uploaded to tablet/laptop for projection.
- Music in drama/teaching etc to be discussed.



Photography

- Designated photographer
- All persons to give permission for their photo to be taken
 - Children – permission on Registration Forms
 - Under 18 staff/18 and over staff forms to be filled in at Preparation afternoon and at Setting Up.
- Responsible for taking photos then printing and displaying photographs in 'Reception corridor'.

Throughout the week the children participating in EHC will be photographed during all the fun activity that is going on.

The aim of the photographer is to collect images that will be printed and displayed in the corridor of the registration area. The photographic display allows friends and family collecting children to see what is going on during the sessions. The children also enjoy looking for themselves and showing friends and family.

The display builds over the course of the week and acts as a fantastic resource for the Family Evening on Thursday then for the Congregation on Sunday when the success of EHC can be seen depicted in the main corridor.

A Photo-loop of the best photographs can be shown on the screens in the Sanctuary while enjoying refreshments at the Family Evening and also before & after the morning worship on the Sunday following EHC.



Catering

- See instruction sheet Appendix 6
- Provide soup lunch at Preparation Afternoon
- 'Setting up afternoon' refreshments.
- Team briefing (9.30am) refreshments
- Snack time for Children (Juice and plain biscuit) delivered to each group hut.
- Post session 'debrief' refreshments (midday) for team
- Family evening refreshments
- Team of volunteers required on a daily basis.
- Home baking team.
- Set up and wash up volunteers.
- Awareness of any special dietary requirements should be made clear to catering team.



Activities to be carried out at Preparation afternoon

- Distribute handbooks to team – explain theme and teaching
- Announce team leaders/helpers
- Registration desk
- Make props for stage and hall
- Prep team Huts
- Crafts activity packs – any cutting out and prep that can be done in advance
- Drama – script run through and casting, identify props
- Photocopying – daily work sheets and colouring sheets
- Security passes / photo ID
- Over 18/ Under 18 Image permission slips (for all volunteers)
- Badges – for children – print, laminate and pin
- Outside sign painting
- Check & update team contacts



Activities to be carried out at Setting Up Afternoon

- Song Practice/band practice/find music stands
- Move Furniture from hall to Sanctuary etc
- Safeguarding advise as required
- Plastic Sheeting – wash and lay along length of each side of hall floor
- Erect hall & stage props and group ‘huts’
- Bunting for Outside
- Rehearse drama/check props
- Finish Photos for Security Passes – print, laminate and string
- Finish and hang sign outside
- Craft Boxes & Staff Box – stock
- Craft activities – sort packs into days and lay out
- Registration Area – set up, lay out register & badges etc
- Sort equipment for sports & lay out in days in Green Room
- Post box – paint/decorate
- Challenge box & slips
- Finish covering noticeboards with sheeting
- Overhead projector & screen onto stage
- Assign end-of-morning cleaning jobs



Appendix 1

Holiday Clubs at Wardie

2001	Clowning Around
2002	Go for Gold
2003	Desert Detectives
2004	Seaside Rock
2005	Mission Miracle Maker
2006	Landlubbers
2007	Pyramid Rock
2008	Wastewatchers
2009	Showstoppers
2010	Rocky's Plaice
2011	Mission Rescue
2012	Go for Gold
2013	Space Academy
2014	Mega Makers!
2015	Polar Explorers
2016	Guardians of Ancora



Appendix 2

Past Crafts

Desert Detectives Crafts

Monday	Burning Bush
Tuesday	Trumpet
Wednesday	Txt mssge
Thursday	Sword
Friday	Nativity Scene

Seaside Rock Crafts

Monday	Photoframes
Wednesday	Clay boats
Thursday	Easter Boxes

MMM Crafts

Monday	Alien Masks
Wednesday	Door Hangers
Friday	Glider butterflies

Landlubber Crafts

Monday	Message in a Bottle
Tuesday	Cardboard Roll Pirates
Wednesday	Lighthouses
Thursday	Pirate Masks
Friday	Treasure Boxes cardboard boxes

Pyramid Rock Crafts

Monday	Joseph's Multi-Coloured Coat
Tuesday	Ancient Map
Wednesday	Cat Masks
Thursday	Clay Cartouche
Friday	Egyptian Jewellery

WasteWatchers Crafts

Tuesday/ Wednesday	Paper making
Thursday	Compost Bottles
Friday	Paper weaving



Rocky's Plaice Crafts

Monday	CD fish
Tuesday	Plaice Mats
Wednesday	Stained Glass Cross
Thursday	Pentecost Twirler

Mission Rescue Crafts

Monday	Moses Basket
Tuesday	Burning Bush
Wednesday	Scratch Art
Thursday	Sarcophagus pencil boxes

Go for Gold 2012 Crafts

Monday	Sun Visors
Tuesday	Olympic Torch
Wednesday	Water Bottle
Thursday	Bracelets
Friday	Cheer Gear

Space Academy Crafts

Monday	Fruit veggie magnets
Tuesday	Space wheels
Wednesday	Flame frames
Thursday	Handwriting on the wall
Friday	Lion pop-ups

Mega Makers! Crafts

Monday	Bread making
Tuesday	Paddle Boats
Wednesday	Duct Tape Sandals
Thursday	Glass pens & Cross
Friday	Easter Boxes



Polar Explorers Crafts

Monday	Younger: Paper snowflakes - stuck on black paper for effect; Older: white wool pom-poms (snowballs)
Tuesday	Fruit pizzas
Wednesday	Younger: Paper compasses Older: experiment with magnetic compasses in water
Thursday	Felt Boards with felt images/stickers attached of things that make you feel safe/happy
Friday	Snow globes - all groups

Guardians of Ancora Crafts

Monday	Fish & Net frieze
Tuesday	Card Sandals & stickers
Wednesday	Hands
Thursday	Paper Weaving
Friday	Making Tuna Sandwiches



Appendix 3

Past Creative Prayer

Seaside Rock

Monday	God knows each of us by name. Large pennant for top of mast-group name & names of each member of group
Tuesday	Ask God to help us do something we find difficult - Write short prayer on brown paper brick & stick to a house shaped wall.
Wednesday	We can ask God to help someone we know who is ill. Write name of someone who is ill on strip of elastoplast & stick to large red heart.
Thursday	God forgives us when we say sorry for letting him or others down. Music in the background & narrative about how we let people down - each collect stone and place at the base of cross.
Friday	We can thank God for loving us - cut-out fish shape & write "Thank you" & stick to a net.

Pyramid Rock

Monday	Thank for Creation - Lotus Flowers. Stick flowers onto blue fabric water
Tuesday	Prayer for people who need God's help on paper bricks – stick onto Pyramid
Wednesday	Thank for providing food & all we need in life. Fill organza bags with grain & hang on a branch.
Thursday	Thank you for forgiveness & giving us a new (clean) start each day. Carve scarab on soap.
Friday	Thank for Holiday Club. Stick paper crowns (blu-tak) to large woode cross - gold crown on top.

Wastewatchers

Prayer Collage adding:

Monday	Green hand-printing (grass)
Tuesday	Flowers
Wednesday	Birds
Thursday	Butterflies
Friday	Insects

Rocky's Plaice

Monday	Thank you God that you created me and love me - Finger Prints on paper
Tuesday	God goes on loving us even when we do something that makes him sad. Red heart petals collage with leaves & stems
Wednesday	Help us to help others this week - Hand cutouts
Thursday	Praying for all who are ill - Bed and names on plasters
Friday	Bless our homes and families - Paper house shapes, draw stick figures, hang with pegs on string.



Mission Rescue

Monday	Thank you God that you created me and love me. Head add hair - Wool & glue
Tuesday	God speaks to us in different ways. Teach us to hear God. Branch & flame coloured cellophane paper.
Wednesday	Help us when things don't go quite as we had hoped or planned - Foam Cross decorate with felt pen.
Thursday	Prayer Postcard for each Spy Ring - Thank you for fun at Holiday Club
Friday	God is amazing! - Prayer Pyramid shapes cut out ready. Colouring pens & glue

Mega Makers!

Monday	God loves everyone everywhere – World Map & Paper chain people
Tuesday	We are all different like pieces of a jigsaw. God loves each of us as special. He knows how we can fit together to make a beautiful world – Colour blank Jigsaws – different pieces
Wednesday	God loves us so much and wants us to love each other. Heart stamp on hand
Thursday	God love is greater. Large cardboard heart cut in 6 pieces. Each group cover in shiny paper & bring together to put together.
Friday	God goes on loving us forever. Stones to lay around cross – thank you.

Polar Explorers

Monday	God 's love extends to everyone everywhere. Footprints in Snow – Roll of white paper, flipflops, trays for paint, bright colours paints.
Tuesday	We are all parts of God's family, a bit like different parts of one body. Penguins –white card, black card, orange beak & feet.
Wednesday	Stars – cut out & punched silver/gold stars (different sizes) each with length of string to hang. Write prayer for others on back.
Thursday	Tear Drops/Balloons – Draw/write on tear drop – what makes us sad; on balloon – what we are thankful for.
Friday	Stones to lay around cross – thank you for the week.



Guardians of Ancora

Monday	Thank you God that you love each of us and that you have a place for each one of us in your world. Colour blank jigsaw piece & then put jigsaw together.
Tuesday	Thank you God for being our light. With you we can do amazing things! Snap light stick.
Wednesday	Ask God to help someone we know who is ill. Write name of someone who is ill on Elastoplast strip & stick to large red heart.
Thursday	God forgives us when we say sorry for letting him or others down. Music in the background & spoken prayer. Each collect a stone and place it at the base of the cross
Friday	Thank you God for loving us. Decorate fish with shiny scales & write "Thank you". Stick to net.



Appendix 4

Past Challenges

Desert Detectives Challenges

Monday	Doughnuts & Toffee sauce, String & Groundsheet
Tuesday	Spaghetti hoops & Smarties
Wednesday	Custard & Jelly Babies
Thursday	Bugs & Jelly
Thursday Eve	Chocolate Instant Whip & Strawberry laces
Friday	

MMM Challenges

Monday	6 pairs xtra large tights, 6 black bin bags, balloons to fill bin bags & a pin
Tuesday	flying saucer sweets & jelly
Wednesday	newspaper(Alien Parade)
	Sellotape, Egg boxes, Cardboard tubes, foil, foil trays
Thursday	24 mini do'nuts & choc sauce
	3 garden canes, plastic sheet
Thursday Evening	Gunge Tank
Friday	custard & Starburst space monsters

Seaside Rock Challenges

Monday	Readybrek & Jellybabies (milk or water)
Tuesday	Cones ICE CREAM Toffee Sauce, 100s & 1000s, Blindfolds
Wednesday	Boxes, Seaweed, Shells, Jelly, Spaghetti, Sand
Wednesday Evening	Spaghetti hoops & Smarties
Thursday	Jelly & Custard Spoons on canes
Friday	Groundsheet, Black bin bags Jelly, Custard, Rice, Pasta shells, Flour in tubs

Pyramid Challenges

Monday	24+ mini do'nuts & choc sauce String, 6 garden canes, plastic sheet
Tuesday	spaghetti hoops & smarties
Wednesday	4 swimhats, lots of spaghetti 4 black bin bags & plastic sheet
Thursday	chocolate instant whip & strawberry laces
Thursday Evening	Painting feet Newspaper, brushes, 4 wash up bowls, 4 towels
Friday	6 large and very sticky iced do'nuts



Litter Challenges for WasteWatchers

Monday	Doughnuts & Toffee sauce
	String & garden canes. Groundsheet
Tuesday	6 pairs xtra large tights, 6 black bin bags
	balloons to fill bin bags, a pin
Wednesday	Readybrek & Jellybabies
Thursday	newspaper & Sellotape(Fashion Parade)
Thursday Eve	4 swimhats, lots of spaghetti
	4 black bin bags & Groundsheet
Friday	Jelly Bugs (or creatures) in custard

Showstoppers Challenges

Monday	Face Art (Chocolate sauce & sweets)
Tuesday	Blindfold feeding ice cream cones
Wednesday	Soaking strawberry laces from instant choc whip
Thursday	Playdoh Pictionary
Thursday Eve	Feet painting
Friday	Jelly worms in custard

Rocky's Plaice Challenges

Monday	Battering the fish – wrap one team member in toilet roll
Tuesday	Eels in mud - Chocolate flavour Instant Whip, eel sweeties
Wednesday	Blindfold Walk - basins to walk in fish poo, fish eyes, fish teeth and fish guts.
Thursday	Going Fishing sweetie fish in mashed green jelly
Thursday Eve	Ice cream blindfold feeding
Friday	Balloons in Tights

Mission Rescue

Monday	Jelly Babies in Shreddies
Tuesday	Jigsaw Puzzle Assembly
Wednesday	Spaghetti Hair
Thursday	Doughnuts (covered in toffee/choc sauce) on a string
Thursday Eve	Smarties & Spaghetti Hoops
Friday	Moving (dried) pasta with straws.

Go for Gold 2012

Monday	Jellybabies in Custard
Tuesday	Spaghetti Hairdo
Wednesday	Worm Slurp
Thursday	Jigsaw Puzzle Assembly
Thursday Eve	Feet painting
Friday	Passing Polo mints on straws



Space Academy Challenges

Monday	Custard with flying saucer sweets
Tuesday	Blindfold Moonwalk: Bubblewrap, Egg trays, Jelly, Cereal, Water
Wednesday	Spaghetti Hair
Thursday	Dress an Alien: newspaper, foil, eggboxes and sellotape
Thursday Eve	Ice cream blindfold feeding
Friday	Facepainting with chocolate and jellied sweets

Mega Makers! Challenges

Monday	Custard with Jelly Babies
Tuesday	Beans Transfer
Wednesday	Spaghetti Hairdo
Thursday	Keeping water in upside down tumbler
Thursday Eve	Ice cream blindfold feeding
Friday	Dress Lazarus in newspaper/brown wrapping paper & sellotape

Polar Explorers Challenges

Monday	Fish in Jelly
Tuesday	Ice Cube & Salt Tower
Wednesday	Spaghetti Hair
Thursday	Build a Snowman: K Roll, T Roll, sellotape, carrot, scarf
Thursday Eve	Feeding Snowballs
Friday	Ice Cube Anagrams: Scrabble letters. Penguin, Iceberg, Walrus, Arctic, Igloo & Polar

Guardians of Ancora Challenges

Monday	Pink jelly sweets in Instant Whip
Tuesday	Blindfold Walk: Rice Krispies, Jelly, Spaghetti hoops, Water
Wednesday	Spaghetti Hairdo
Thursday	Spaghetti Hoops & Smarties
Thursday Eve	Iced Doughnut feeding
Friday	Toilet Roll wrapping



Appendix 5 Guidance for Young People Helping at Holiday Club

- You are there to support the group leaders. You should offer your help to them and keep your eyes & ears open for where and when most help is needed.

- You should help to look after and get to know the children. The younger children may need more help with craft and teaching times especially.

- Try and spread your attention among ALL the children in the group.

- Please DO NOT carry any children.

- Make sure the children are not distracted during the times they are listening to their group leader or to the leaders up front. It is better if they are sitting on the floor, rather than sitting on knees.

- Please check with your group leader before you leave the hall. If you are taking children to the toilet, it is a good idea to see if others wish to go at the same time to limit the time you are away from the group.

- If you have concerns with discipline (eg trouble getting the smaller ones to listen to you), or any other matter, please go to your group leader or any other adult.

- Refreshments for leaders will be available during the team meeting and again at the end of the morning.



Appendix 6 Detailed Instructions for Catering for Holiday Club

For each day you require to buy/have:

- 1 large (2 ltr) bottle of juice
- Plain biscuits (normally rich tea/ digestive) – enough for one per child (check if there are any allergies)
- Tea/Coffee/Sugar
- Milk – about $\frac{3}{4}$ litre per day
- Baking for morning tea/coffee and (lots) of baking for post-session team meeting (except Friday when there is a lunch – see later)
- Items for messy challenge – see leader for requirements
- Jay Cloths – good idea to have different colours for dish washing, child washing and messy jobs.
- Cling film
- Material for notices – a few sheets plain paper, fibre writer, scissors
- Boxes for left-over food and children's biscuits.

Daily Duties

8.50am

- Fill urn and put on to boil.
- Switch on immersion heater (if not already on)
- Set up table in new hall with:
- Mugs and plastic beakers,
- Milk and sugar,
- 2 large jugs of squash, 1 of water
- Baking for team meeting. (Label baking as teenagers suspicious of unknown!)
- Put extra mugs and beakers in their boxes under the table.
- Put jug of water and a few glasses on the stage.

9.15am

- Make up: $1\frac{1}{2}$ flasks of coffee (4 dessertspoons of coffee per full flask)
- 1 medium-sized pot of tea
- $\frac{1}{2}$ flask boiling water



9.20am

- Take tea/coffee to new hall
- Put trolley on other side of hall for dirties (ask people to put them there)
- Serve drinks as quickly as possible and join team meeting.

10.00am onwards

- Clear away and wash up. Put mugs and beakers back in boxes on trolley for later. Tidy kitchen.
- Be ready for requests for basins of water, cloths etc for messy hands.
- Encourage team to wash out paint pots etc in sink in new hall.

- Set up trays for **children's snacks** – one biscuit and $\frac{3}{4}$ mug of juice for each child. Label each tray with group name (find out on first day group names and number in each group)
- It is a good idea to have a couple of beakers of water on each tray as some kids prefer this.
- Deliver to each group when required (ie during 'quiet time' – see programme for approx times)
- Clear trays from hall, wash and tidy up. Keep labels for tomorrow!

- Prepare for **messy challenge**. Remember to cook custard, pasta etc in good time to cool down.
- Provide bibs (tea-towels or jay cloths), basins of water and jay cloths for washing faces etc
- Deliver challenge material, clear away after, wipe tables.

- Set trolley with mugs, beakers, 2 jugs of squash, 1 jug water, milk, sugar and lots of baking. (They will be hungry!)
- After children have gone and team meeting is ending, add 1 flask coffee, 1 large pot tea to trolley and wheel through to large hall. Team serve themselves.

- Clear away after, wash up and tidy/clean kitchen (Make sure immersion heater is switched off.)
- Check supplies for tomorrow and take home tea-towels and jay cloths for washing.



BE PREPARED People may arrive in the kitchen throughout the morning with various requests. Learn where to find First Aid boxes, tool box, bin liners, vacuum cleaner, dustpan, brushes, flower vases. You may need them all. There are no pain killers in First Aid box so you may want to have a few with you.

Someone needs to check toilets each day for paper and towels (including green room) and it is probably you!

Family Evening (usually on Thursday)

Coffee, juice etc and biscuits/baking will be required plus volunteers to help. The hall is normally packed with kids and parents.

You require to be there about 30 minutes before start to put on urn and set up 3 long tables for parents' food at back of hall with mugs, milk, sugar, squash and water.

The children get beakers, juice and biscuits from the trolley which will be wheeled in to front of the hall at the end of the 'display'.

Because of the numbers (and crush) it is advisable to put the trays of biscuits on parents' tables just before the start of the event (but not too early in case the kids find them!)

You will probably need about 3 flasks of coffee and 2 large pots of tea. Advisable also to have at least one flask of boiling water.

There will be a messy challenge which will also require preparation and normal involvement.

After the event, wash up and tidy up ready for the morning.

Friday

The early morning team meeting runs as normal. There is, however, no tea/coffee provided after the session. Instead there will be a buffet lunch which the team will provide.

Ask team members to bring lunch items into the kitchen when they arrive.

Sort out what needs heating. Remember that oven takes a long time to warm up, so switch on well in advance. You may also require to provide oven trays as most of food to be heated arrives without them. The church supply is normally inadequate.



After the last event in the new hall, set up 3 long tables in the centre of the hall with chairs round the wall. Cover the tables with cloths and set with large plates, cutlery, paper napkins.

Arrange food round the table for people to help themselves.

Provide normal drinks trolley but with additional water and beakers.

At the end, try to get leftovers distributed.

Clear kitchen and fridge (except for other people's stuff!).

Take home and wash tablecloths, tea towels.

Clean all surfaces and, if necessary, wash kitchen floor.

Empty wastebin.



Appendix 7

Websites

Theme/Programme

www.scriptureunion.org.uk
www.barnabasinchurches.org.uk
www.kevinmayhew.com

Cardboard

www.dwcases.co.uk

Craft Materials

www.fredaldous.co.uk
www.bakerross.co.uk ***
www.bordersscrapstore.org.uk *** (Open Mon 1.30 – 4.30, Wed 9.30 – 4pm)
www.hobbycraft.co.uk
www.littlecraftybugs.co.uk ***
www.ss-services.co.uk

Craft Ideas

www.dltk-bible.com
www.dltk-kids.com
www.daniellesplace.com
www.enchantedlearning.com/crafts
www.squidoo.com/sunday-school-crafts-NT
www.squidoo.com/sunday-school-crafts-OT
www.things2make.com
www.firstpalette.com
www.marcel-kid-crafts.com
quality-kids-crafts.com
www.activityvillage.co.uk

Themed Resources

www.changeworks.org.uk
www.virtual-egypt.com
www.easyequipment.com (Chefs' hats)
www.eurooffice.co.uk (Coffee filter papers)

Props

www.flagandbuntingstore.co.uk
www.partyrama.co.uk

Colouring Pages

www.sermons4kids.com
www.crwflags.com/fotw/flags/cbk.html (flags)
www.coloring.ws/coloring.html



www.preschoolcoloringbook.com

www.squidoo.com/bible-coloring-pages-NT

www.squidoo.com/bible-coloring-pages-OT

www.bible-printables.com

quality-kids-crafts.com

www.activityvillage.co.uk

Activity Pages

www.sermons4kids.com

www.activityvillage.co.uk

www.squidoo.com/bible-worksheets-NT

www.squidoo.com/bible-worksheets-OT



Craft Boxes

Appendix 8

Group Boxes

1 x PVA glue in flora tub

Glue spreaders x 6

1 Permanent Marker

Glue sticks (2 large or 4 small)

Scissors

Felt pens – good selection & working

Pencils x 12

Sharpener

Rubber

2 x biro

Sequins, glitter, stars... for general decoration

Foil/Paper/material scraps etc

Paintbrushes

Sellotape

Staff Box

Staple Gun

Blutak

Sharp scissors

Drawing Pins

Sellotape

Masking Tape

Duct Tape



Appendix 9

End-of-Morning Cleaning Jobs

Toilets	5
Ladies Toilets	2
Mens Toilets	1
Disabled Toilet	1
Green Room Toilet	1

- Pick up any paper/rubbish on floor & bin it.
- Ask for more Toilet paper/ Hand towels if needed
- Inform if any problems eg blocked toilet, flooded floor.

New Hall 4

- Pick up rubbish and bin
- Sweep floor
- Tidy chairs (either into stacked 2 at most or into circle for Team Meeting)

Main Hall	10
Group Corners	6
Floor	2

- Tidy each corner
- Pick up rubbish and bin
- Sweep floor

Corridor 4

- Pick up rubbish and bin
- Vacuum floor
- Tidy any equipment

Green Room 2

- Pick up rubbish and bin
- General tidy up