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## HOLIDAY CLUB PACK

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One of the main ways Pulse Ministries seeks to **Engage Children** is through running holiday clubs. Pulse Ministries will get alongside and train a group of volunteers from your church, provide all the resources for the mission and run the club during the week. We hope this pack will help you understand what it looks like to book Pulse Ministries for a holiday club and will help you fill in the Holiday Club Booking Form.

The holiday club will have an overall theme, which includes both fun and spiritual elements. Examples of themes Pulse Ministries have run include:

**'Above & Beyond'** - a space theme which teaches about encountering God and how we are changed through that encounter.

**'Up in the Air'** - an airport/aeroplane theme looking at God's identity and our identity in Him

**'Here Comes the Sun'** - a beach theme, looking at the life of Jesus.

**'In the Jungle'** - a jungle theme, this focuses on why and how we adventure with God.

Every holiday club has an evangelistic element which will be age appropriate and will also be followed up by the church, with potential help from Pulse Ministries in the form of phone calls, advice, prayer & training.

Pulse Ministries will provide the theme and structure for the week, with members of Team Pulse fronting the club.

Each day Pulse Ministries will provide team input including prayer, teaching & worship, upfront teaching, small group teaching, crafts and suggested games.

Pulse will also provide training, policies and procedures that will help with your planning, including registration systems, volunteer leaders forms etc.

### Why run a holiday club?

Holiday clubs are **one of the most effective ways** of growing your children's ministry. They are also an amazing way of **highlighting the local church in the community**. Holiday clubs **will bring children and their families closer to the Kingdom of God**, potentially **give you access to the local primary schools** and, if planned, **can open doors for more regular outreach opportunities and children's ministry**.

Holiday clubs can also **unite a church and raise up leaders**. A week of teamwork and seeing God move, links people together in a lasting way. We believe a holiday club can involve the youngest to the oldest in your church as there is a part for everyone to play!

## Questions to get the ball rolling...

A good starting point for your planning is to ask the following questions:

**Why do we want to do a holiday club?**

**Why does the church leadership/PCC/mission group, want to do this?**

Wherever the vision for the holiday club has originated, it is important that those who are going to be involved know the aims and feel able to share in them.

It may be of course, that the vision is quite vague and your first planning task will be to make sure the aims are clear. These are all things that Pulse Ministries can help with.

Aims should be considered in relation to all those involved, the following highlights some areas to think about.

**Your church:** How does the holiday club fit with the vision of the church? What do you hope it will achieve? Do you have the resources? What potential leaders could it raise up?

**Your evangelistic strategy:** How does the planning of a holiday club link with your other evangelistic activities? Will it help to widen existing evangelistic projects? Will the children attending the holiday club be fed into the life of the church? How can the church engage their families?

**The leaders:** If there are current or growing leaders, what do you hope holiday club will achieve for them? Do they need training? What do you want to produce in them?

**The children:** Is it for church-linked children - to help them have fun and engage in discipleship activities? Is it for outreach to children in the local area? Or is it to link the two together?

**Their families:** Do you want to reach out to their parents too? How can they be drawn into the life of the church?

**Your community:** Is it primarily as a service to the community? What current events/activities exist in your community? Is it providing childcare for working parents? Is it to help widen existing evangelistic projects?

**Ecumenical partnerships:** Is the holiday club something that other churches could be linked in with? Could it be an ecumenical project?

## Suggested planning points...

**Core team:** Holiday clubs cannot be planned quickly or by one person. Pulse Ministries suggests a core team including a co-ordinator, the church leader, the children's/youth worker, a child protection/safeguarding officer and one or two members of the existing children's team.

**Prayer Team:** Raise up some intercessors straight away who will start to pray for you and the planning of the holiday club. Feed this into the wider prayer life of the church, making sure you communicate consistently. Some churches have found producing a prayer diary helpful.

**Pulse Ministries Booking Form:** Use this pack to help you fill out the Holiday Club Booking Form, this includes lots of questions which will help you with the planning process.

**Invite people to own the vision:** By telling the wider church when you can, as much as you can, in as many ways as you can, encourages people to own the vision. This helps to raise up team members and skills that will help to create a better holiday club.

**Team List:** Holiday clubs are great ways to involve the whole church. Older members of the congregation often presume there is not a job for them in holiday club, by making a list of what jobs needs covering, this can encourage everyone to get involved with something.

*"I have had the pleasure of being on the main door and greeting (hi-fiving!) the children as they arrive and when they go home. However the highlight of both weeks for me has been when the children ask the Lord Jesus to come into their lives"*  
*Bob Pitt, aged 70+*

Here's an idea of some of the jobs that you can start gathering team for:  
Cleaners for each day, refreshments team, people to pray, welcomers, craft co-ordinator, games co-ordinator, publicity/PR, set up, set down, small group leaders, security.

**Consult the wider community:** Head teachers, local council - what else is happening in your community during the dates of holiday club? When do the school holidays begin and end?

Check out other local events and try make sure the holiday club is not clashing with anything else.

If several families come by bus, for example, don't start just before the bus arrives! Check with other churches too, we want the Body of Christ to support each other.

**Venue check:** The venue size and number of adult helpers will determine the maximum amount of children that can attend holiday club. How many children from your church will come? How many more can you invite?

**Advertise:** Through children's friends, church linked activities, church members, local press, school, local mail drop, posters. Pulse Ministries will provide 1000 flyers included with the cost of the holiday club - more can be added at an extra cost. Pulse Ministries will also provide an assembly idea that relates to the holiday club theme for you to use.

**Pre-event registration:** It is best if the children are required to pre-register for the event so you will have a good idea of numbers in advance. This will also help to determine how many adults you will need. It also means you can close registration if you become full without the disappointment and potential problems of turning children away on the door.

Pulse Ministries has a registration system that we will share with you when the booking is confirmed and all the information you need to collect will be on the flyer.

**Child Protection/Safeguarding:** Team Pulse have up-to-date DBS checks. Because of the nature of our work we request that all persons working with children and young people must have an up-to-date DBS form. This is the responsibility of you, the local church/organisation and needs to be inline with your own safeguarding policy.

We ask all team members (including under 18s) to fill in a declaration form prepared by us and co-signed by your leadership to show their agreement of having such persons on team. This form will be sent to you after the booking is confirmed.

**Health & Safety:** It's good to get someone to look at your venue and activities to assess the potential risks involved. This is not something to get too tied up in, but it's good for it to have been thought about and put into your planning.

**Funding:** The cost of a holiday club is £2500 + travel. Although this seems like a lot, when the cost is broken down you can see what you get for that - see *Page 6*.

We bring all the resources and equipment needed to run your holiday club.

We suggest that you charge £5 per day per child, to help cover the costs.

Churches cover this in different ways, some decide to pay the cost themselves and let the children attend for free, others offer sponsorship so if parents struggle to pay the church will cover the cost, or give a subsidy. Others ask the wider congregation and encourage them to cover the cost of a child for the week. There are also local grants that can be applied for.

**Parent's Evening/BBQ:** Pulse recommends running a BBQ on the penultimate evening of holiday club. This gives the parents chance to see what their children have been up to and also a chance to build relationships with the church.

This looks like a BBQ, involving free food, an upfront session from holiday club and a Gospel presentation.

It is also a great way to get the wider church involved especially for members who haven't been able to be involved during the holiday club itself.

**Pre-Event Meetings:** Pulse Ministries recommends an initial meeting with the co-ordinator and, ideally the core team. There is then a training session organised for the whole team. A follow-up meeting is available on request.

**Leadership Investment:** A big part of Pulse's ministry is to invest into the team. Things to think about are: What would like to see achieved? When could a training day happen? How are you as a core team going to support, thank and encourage them? This also means that Pulse Ministries seeks to encourage your leaders to take over the running of the club as they journey with Pulse Ministries. The aim is that you, as the local church, will be able to run the mission without Pulse Ministries. This normally takes a journey of 3-5 years.

## Structure of holiday club:

Time	Activity	Description
8:00	Team Pulse are available	Team Pulse is committed to giving leaders quality time. We arrive half an hour before, to give any leader the opportunity to come and share any concerns, and receive prayer etc.
8:30	Church team arrive	Tea and coffee will be ready!
8:35	Team Time	Investing in the team each day is a key part of Pulse's vision. We consider this time to be of great importance and expect 100% attendance. This time also includes any practical notices that need to be given.
9:40	Set up areas & pray in small groups	The children are split into small groups by age - 5-6s ( <i>Red</i> ), 7-8s ( <i>Green</i> ), 9-11s ( <i>Blue</i> ).
9:55	Registration	Pulse will provide instructions on how to do this.
10:00	Small Group Welcome	Children welcomed in their small groups.
10:20	Upfront Time 1	Led from the stage, games, story, worship etc.
10:45	Activity Rotation	Groups rotation between Games/Craft/Small Groups.
11:30	Munch Time	Children are asked to bring their own drink and snack - no nuts!
11:35	Activity Rotation	Groups rotation between Games/Craft/Small Groups.
12:20	Upfront Time 2	Led from the stage, memory verse, games, worship etc.
12:40	Lunch	Children tend to bring their own lunch, often Pulse puts on a film during this time.
1:35	Activity Rotation	Groups rotation between Games/Craft/Small Groups.
2:15	Upfront Time 3	Led from the stage, response time, gunge tank etc.
2:45	Small Group Prayer	Children pray in their small groups.
3:00	Home Time	Children go home!
3:10	Pack up	Quick tidy of venue for next day.
3:20	Team Feedback and prayer	This is a positive time of encouragement, to build each other up.
3:40	Team Home Time	

## Job Description for the Co-ordinator

The **co-ordinator will be the main contact** between Pulse Ministries and the core team. The jobs below, the co-ordinator will have to cover themselves, delegate or oversee.

*This is not an exhaustive list and many other jobs will spring up and have to be done. However the best way in which we think you can achieve this is by delegating jobs not only with the core team, but further afield. This applies to lots of the tasks within holiday club and can produce some amazing results if you operate in this way.*

Advertising	Booking Venue
Recruit Leaders	Venue preparation
DBS Checks	Contact Schools and other organisations
Finances	Follow Up
Food for Team Pulse	Date for training
Contact local Press	Contact other churches
Involve church leader	Registration of children
Accommodation for Team Pulse	Pray
	Encourage wider church to pray

The co-ordination of registration is one of the most important tasks which needs to be led well to ensure the safety of the children during holiday club. Pulse recommends that the holiday co-ordinator is responsible for this and then has a 'overseeing role' throughout the day. If this role is delegated to another team member, this person needs to understand the responsibility and administration required for this role.

## Cost breakdown

£2500 + travel might seem like a lot of money, we have included a list of what goes into planning and delivering a holiday club, as well as what we will bring with us. The times below are given as estimates to give you an idea of how long it takes.

Writing & preparing materials	Set/Decoration
Gathering materials	Games equipment
Communication	Acitivities for small groups
Training Prep, delivery of the event	Craft Resources
Travel to event & training	Costumes
Post event contact	General resources
Props/Visual Aids	Sound & Projection Equipment
Music	Bibles, tracts
	Any other resources needed

Taking into consideration the time and resources mentioned above, we estimate it takes over 1500 'man hours' to produce and deliver a holiday club, and a cost of around £10,000. Despite all this, we charge £2500 because Pulse Ministries' heart is to 'Enlarge and Equip God's Kingdom!' and we want to make it accessible to the local church.

## Our Heart

Holiday clubs are awesome! They have such potential to not only **Enlarge and Equip God's Kingdom!**, but also to bring church families together, both young and old. We have seen so many lives, churches, families, ministries and communities transformed through the power of the Holy Spirit and the experience of being part of a holiday club. There are so many stories we could share with you about what God has done through holiday clubs, here is just one of them:

*"An incredible ministry with such a huge heart for growing and fostering not only children and young people's relationship with God but their leaders too. I have been privileged to attend a number of events run by Pulse and have come away from each totally buzzing! What can be greater than watching children come to Christ through fun and teaching carefully aimed at them? This ministry has had more of an impact on my personal faith journey than can be put into words. Their dedication to nurturing individuals (young and old!) make them truly unique!" Amy Weekes - Essex*

Hopefully you will have realised that our vision is not about 'coming to do your holiday club for you', but actually to journey alongside your church/organisation to establish a mission that is effective and sustainable for God's Kingdom. Our heart is to train and equip you and your team to hand over the running of holiday club so that we can equip another church. Our aim is that this process will happen over a period of 3-5 years through conversation with the co-ordinator/church leaders. Along the way we can offer further training and equipping to ensure a smooth handover is successful.

Thank you so much for taking the time to go through this pack, we hope that you will continue to book Pulse Ministries to lead a holiday club at your church and we look forward to the possibility of working with you .

### Team Pulse

*Enlarging and Equipping God's Kingdom!*