

## 8 JOBS IN A LARGE CHILDREN'S CLASS

### HOW TO. . .(spread the work load)

Assigning responsibilities.  
These tasks may revolve among staff or be permanently assigned.  
Some of them may not apply.

Let's take time to talk about different jobs that have to be done in the Kids' Bible Clubhouse or any children's ministry each week. Every leader is important and has one or more jobs that might not be covered by someone else. To do your task well, first you have to know what is expected and then figure out how to do it effectively. Since the Clubhouse may be the only the spiritual influence in the lives of some of these kids, I want you to be as well equipped as possible.

**Leaders should virtually never talk to each other during the meeting unless it has to do with the operation of the meeting.** They don't sit with each other. They sit among the kids. They don't sit in the back. They learn to spread themselves out among the kids, especially near the known "trouble makers, the easily distracted, or the inattentive!"

Workers will sing loudly, tap kids on the shoulder if necessary, never allow any kid to be more than an arm's reach away from a leaders, scoot kids closer to the front, never carry on a conversation, help kids find Bible verses, and will never answer a kid who asks, "how much longer it will be till the end of Clubhouse?"

1. **Kids' Bible Clubhouse Director**— Although he/she may be doing other jobs as well, as the director, he has to make sure that things go smoothly and that everyone knows what to do. The director is often the main Bible teacher, but doesn't have to be.
  - \*He/she assigns tasks and coaches.
  - \*He is responsible to choose the Bible lessons *[and is open to suggestions]*, chooses memory verses, as well as chooses *[and releases]* staff members. *In a practical sense, the director is the "first among equals," but he/she is the final decision maker especially in difficult decisions. Those who choose not to follow the director's leadership must be allowed the freedom to find a ministry leader they follow willingly.*
  - \*He trains and encourages staff members to visit kids' homes to talk to parents and bring parents to Christ.
  - \*His greater task is to be aware of the spiritual condition of the kids.
  - \*He must carry the kids on his heart more than anything.
  - \*Kids drive him, not programs.
  - \*It is also the great responsibility of the director to train every member; therefore, I strongly encourage you as the director, to make a plan to engage in training your staff. It might be nice to review different sections of the \*KBC Manual during your monthly staff meetings and ask staff members how they are doing, giving them opportunity to shift responsibilities.
  
2. **The Bible Teacher**—
  - \*Prepares the lesson based on the director's itinerary.
  - \*Reviews last week's lesson with a: quiz, game, summary by one student, Q&A, hints, Sword Drill, or other means.
  - \*Repeats the week's memory verse aloud several times during the lesson.
  - \*Job #1—to make sure the central truth of the Scripture comes across clearly
  - \*It is expected that he/she will spend several hours:
    - in preparation prior to Clubhouse and in praying for the kids' reception
    - reading the Bible and the lesson book *[if there is one]*

\* KBC Manual—Kids' Bible Clubhouse

- preparing visuals which will capture the attention of all but the sleepiest kids
- and writing out questions to ask at the end to find out who was listening.

\*Concludes each lesson with TWO invitations:

1. for unsaved kids to trust Jesus Christ
2. for saved kids to apply the day's Bible lesson to their hearts THIS WEEK
3. He also ends the session with a review a quiz, a game, or another means to cement the truths into their hearts.

*Some teachers also ask these same "end of the lesson" questions at the beginning of the next week's lesson as a review.*

\*If the end of Clubhouse is often hectic with getting ready to go home, the teacher might have to figure out how to find a way to talk to visitors, especially those who indicated they had trusted Christ as Savior. Perhaps the teacher could say, "Those of you who just believed in Jesus, please come into the kitchen[?] to talk to me as soon as our song leader comes up front."

### 3. Song leader—

\*He/she starts the meeting with music. *Always nice to have him/her play guitar, bongos or tambourine – they all work.*

\*Let me encourage you to have the last song "fit" with the theme of the lesson of the day *[ask the Bible teacher]*. I have always tried to illustrate many songs, and sketch *[or glue]* pictures on some of them. Then even the non-readers can "read" the songs. Cutting large poster boards into 4 pieces *[11x22"]* makes a nice size song *[letters must be at least 1" tall in heavy block letters—easily read from the back of the room]*. I also buy 11x14" colored sheets at Staples *[\$3]*.

\*Kids get to hold the songs.

\*Please invest in a small fistful of broad-tipped permanent markers—blue, black, and red. By the by, I also discovered that Bic **Wite-Out** correction pens do a wonderful job writing or drawing sketches on dark poster board.

\*It's always nice to find you have an accomplished "artist" among your staff.

### 4. Memory verse teacher—

\*He/she finds out from the teacher all the verses which will be taught for the next couple months and must see to it that they are written out on 1/4 sheets of poster board. If he's not artistic enough, he's to see that they get made properly by someone else.

*I have invested in a small thermal laminating machine [\$20+] & a packet of laminating pouches [about \$1 ea.] and it has proven quite handy for 8 1/2 x 11" pages for Bible verses or anything which I know I will use year after year.*

*Our church has a large laminating machine.*

\*The verse teacher is also to make and distribute a small "verse token" with the verse and reference on it so that each child has it to take home and nail to the foot of his bed. *see my blog, Take Home Verses*

*I suggest you make these take-home verses the size of about 4 to an 8 1/2 x 11 page. Let parents know that they can expect their kids to bring home one each week [or every other week, as your schedule goes].*

\*This person is automatically the **memory verse listener** and can always be found among the kids near the **Memory Chair** and attendance chart.

\*This person makes a sign "**Memory Chair.**"

\*She will also figure out how to review the 4 previous verses, quickly!

### 5. Missionary chairman—

\*The chief responsibility of this person is to give the kids a passion to reach the world with the Gospel. He is in charge of periodically teaching a 5 to 10-minute lesson on another culture.

\*Perhaps it will be from a 5-part biography of one from the past or someone alive today [*Contact Child Evangelism Fellowship & Bible Visuals Inc.*].

\*Another job is to get the kids excited about bringing money to support the club missionary and so the chairman will see that an offering is taken, counted, and sent to the missionary periodically—for Christmas? And the last meeting before summer vacation?

*I've helped kids' classes save for mosquito nets to be distributed to unsaved families, for medicines, for refugees, and to raise money so that a church in Asia can buy VBS materials.*

\*I've made "passports" into which we've glued pictures of the missionaries: a stamp from their countries [*which I've found online*]. We've included maps as well as have the kids write in info about the missionaries and their countries.

*see my blog, Missionary "Passports"*

### 6. Clubhouse Photographer

\*Find someone eager to take a picture of each kid on his/her [*or your*] phone.

Take pictures in the same spot each year to see how the kids have grown.

\*You could even give a copy of last year's photos back.

\*Print copies for director!

\*Maybe "Picture Day" only comes on the first meeting of the month. *I like to take all the regular's photos early in the fall and then take newcomers pictures on the first week of the month. Perhaps have the kids write their names on a small whiteboard they can hold.*

\*Picts get pasted in a new simple scrapbook each year.

\*Also picts of special events—don't make this job overwhelming \*K.I.S.S.

### 7. Extra jobs—

\*Refreshments—if you meet in a home, ask the host mother if she would be willing to provide juice & cookies regularly.

\*Game leader—reserve rough-and-tumble games until after Clubhouse

\*Handcrafts—optional, only if you have the personnel who thoroughly enjoy this.

\*Party/event-planner—hikes, Jesus-birthday-party, parents' night, father/daughter campouts, seasonal bring-a-friend parties

\*Marshmallow-Olympics, barbeques, etc.

\*I think of special days as bring-a-friend events.

### 8. requirements for all leaders—

\*certain of salvation

\*diligent in personal prayer & Bible reading [*directors, please ask them, don't assume*]

\*good testimony before others

\*promise to be faithful in attendance—must call if unable to come  
*If they are not consistent, don't give them any steady jobs on which the Clubhouse depends.*

\*sign the Clubhouse workers Covenant annually

\*promise to attend all prayer and staff meetings

\*must work at getting to know the names of all the clubbers

\*personally ask kids about their salvation

\*help kids to think of friends, classmates, and neighbors they could invite to your meetings.

*I have a special sticker kids get if they just invite a friend whether the kid comes or not.*

*I record 3 other things:*

- I read my Bible 3x this week*
- I brought my Bible*
- I prayed for a missionary*

*Not all of these positions will be in every children's ministry.*

*Some jobs may change every month or 6 weeks, some may not.*

*Before switching jobs, make sure you pass on to the person who takes your place, all the tips you've learned..*

***See your part of the Clubhouse as important no matter how small,  
"Whatever thou doest, do it with thy might" Eccl 9.10***

### **Some materials you might need before you start**

1. a great opening song you might use every week to start each meeting
  2. some way to keep attendance and verses memorized: stickers on a chart is suggested  
also get parents' emails to let them know what is coming up  
*[giving parents your email & phone first will settle some of their hesitance]*  
also record birthdays *if you intend to use them*
  3. Bible lessons  
Always keep planned at least one to two months ahead. This can be easily done if you primarily use CEF's 5-part Bible lessons—they have dozens of Bible lessons in 5-part series *[also 5-part missionary stories]* this will also help plan memory verses and themes  
[www.ChildEvangelismFellowship.com](http://www.ChildEvangelismFellowship.com) [CEF.com](http://CEF.com) [CEFOonline.com](http://CEFOonline.com)  
[BibleVisuals.org](http://BibleVisuals.org)
  4. Salvation tracts  
Have enough to make sure every visitor receives one and 3 to give away.  
My mantra for regular attenders is:  
    "three tracts in the living room,  
    three tracts in the car's glove box,  
    and three in your desk or locker at school"
- I will send you a FREE pdf file which you may use to print your own colorful tracts, two-to-a-page. Average cost will be about \$0.02 to \$0.03 per tract including paper & ink. I print them on orange paper at Halloween so kids can take them to every house they visit. see my blog, Heaven Test, kids*
5. odds 'n' ends—  
birthday box with simple "Dollar Store" prizes  
visitor's treasure chest  
Fishing Well if you bring a visitor *[these prizes could be nicer]*  
poster of the "Heaven Test" *mounted on foam board, mine has lasted for years*  
bulletin board *small*, with upcoming events  
photo album of kids *[each year]* and special events  
thank you to hostess on her birthday, Christmas, Ground Hog Day?