

BCM INTERNATIONAL CHILDREN'S MINISTRY

BCM BIBLE CLUB HANDBOOK



www.bcmintl.org

BCM BIBLE CLUB HANDBOOK

Developed by

BCM missionaries from
Africa
Canada
USA

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Foreword

In 2021 BCM Africa and BCM Canada created a training course to provide basic information and training on how to organize and begin a Bible Club. The idea was generated from some of BCM Africa's children ministry leaders and trainers who desired to understand how to put together a Bible Club for children. Their goal was to reach children in their communities who were outside of the church and had never heard about Jesus or the Gospel.

This training course was then conducted online over a period of 10 days (2-3 hours per day). It was held at 2 different times during that year, conducted by several BCM Africa and Canada trainers and had attendees from several African countries, as well as Haiti. Each person was so eager to learn all they could in order to begin Bible Clubs in their own village, town or city.

A printed handbook – ***“The BCM Bible Club Handbook”*** – came out of these initial training sessions which contains the information on how to begin and organize a Bible Club. An accompanying training guide was also created – ***“The BCM Bible Club Handbook Training Guide”*** – which contains methods, ideas and worksheets for those wanting to conduct training sessions using the handbook content. Both resources can be useful in a variety of cultures and circumstances by adapting or adding whatever is needed to accommodate each situation.

Overall, this handbook and training guide serve as two sides of a coin to guide churches and individuals in systematically planning and starting their Bible Clubs. We appreciate the African and Canadian teams for their contribution and the BCM Publication Coordinator for her valuable suggestions. Our desire is to see children everywhere to know God, love God, and obey God that their lives would bring glory to God!

BCM Children's Ministry Team
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Website for more information on the Bible Club:
Bible Club material: <https://www.bcmintl.org/ministry-store/>
BCM United Kingdom: <https://www.bcm.org.uk/>
BCM Canada: <https://www.bcmintl.ca>

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PART 1

The Bible Club: Introduction

1. What is a Bible Club?

➤ Definition

A Bible Club is a weekly children's program designed to teach the Word of God so that boys and girls will respond and come to KNOW, LOVE, and OBEY God and grow in their faith!

➤ Distinctions

- How is a Bible Club different from other children's ministries in the church? It:
 - is non-denominational.
 - is held outside the church in homes, schools, backyards, community centers, etc.
 - reaches children that would never find their way into or be permitted to enter a church or Sunday School.
 - teaches truths from the Word of God only.
 - connects more broadly, and often more easily, with the neighborhood and community.
 - allows more time with the children to build relationships and begin the discipleship process.
- Other distinctive characteristics of a Bible Club that it:
 - provides a combination of outreach, spiritual growth and training for the children and adult leaders involved.
 - Welcomes children of all races, religions, and cultures.
 - is no cost to the children.
 - Is designed to address and meet specific observable needs and known characteristics of the children who attend.
 - offers program activities that are varied, fun, interactive and geared to the age levels of children.
 - encourages parental involvement (visiting, volunteering...).
 - create connections with local Bible-believing churches to recruit volunteers and to follow-up for children and their families.
 - provides opportunities for hands-on training of teachers and helpers which can then benefit church ministries.

2. Why do we do Bible Club?

➤ Purpose

To present the good news of Jesus Christ to children beyond the walls of the church; to give children the opportunity to respond to the salvation message and receive Jesus as personal Saviour.

➤ Goals

- An outreach for children that is never held in a church.
- An outreach right where the children already are, in a neighborhood, home, school, and community.
- A family-type atmosphere in which teachers strive to instruct and model the truths of God's Word.
- A vital link to connecting with the parents and families of the children.
- A means of bringing together children and families with the local church.

➤ Values

- Preparation: teach the truths of God's Word on the child's level of understanding; lay a foundation for presenting the Gospel.
- Salvation: give specific opportunities for children to respond to the Gospel.
- Growth: give instruction from the Word of God that will enable children to respond by putting God's truth into practice in daily life.
- Belong: connect children and their families to a local church.

➤ Mission

- Evangelism: children respond by believing in and receiving Jesus Christ as personal Savior.
- Edification: children are built up in their faith through consistent and regular Bible teaching and taught how to respond to the Truth in their daily lives.
- Training: children are trained how to share their faith in Jesus; all Bible Club volunteers are provided a hands-on training experience in serving, teaching, and ministering to children.
- Significant present and future Impact: *Changed hearts and lives → changed direction of living → changed families → changed communities → changed nations*

PART 2

The Bible Club: Getting Started

1. The Foundations

➤ The Challenge

“Jesus saw the huge crowd as he stepped from the boat, and he had compassion on them because they were like sheep without a shepherd. So He began teaching them many things.” (Mark 6:34, NLT)

People in the world today are “like sheep without a shepherd.” They have lost their way and are struggling; looking for something to satisfy, whether they realize it or not. The rising numbers of broken marriages, the breakdown of the family structure, loss of religious foundations, no absolutes or moral compass and no boundaries or consequences for actions, and unprecedented drug and alcohol use. All point to the truth that our world desperately needs Jesus Christ and His saving power to redeem lives and nations. BUT where do we begin? We begin where God did: reaching and teaching the children who are the “future” as well as the “present”!

- What does God say about this in His Word?
 - Old Testament: Deut. 6:4-9. God commanded Moses and Israel to teach His law and truths (vs. 4-5) to their children and He told them “how” to do it!
 - New Testament: Mark 10:13-16 In a culture where children and women were of no value, Jesus broke across the boundaries to demonstrate that God values children, by welcoming them and using them as an important object lesson to teach adults His truth.

Children are the foundation of a family and a nation. They are teachable and have a simple and genuine faith, as Jesus said in Matthew 18:3. Reach them early and they then have the possibility to become the leaders who will develop a strong faith and follow God and His Word throughout their lives.

- What is my response?

In Mark 6, Jesus saw the need of the people and he was touched with compassion for the people who had lost their way. What can you see is the need in your world, country, city, neighborhood? What will you do about it?

➤ The Power

“But you will receive power when the Holy Spirit comes upon you. And you will be my witnesses, telling people about me everywhere — in Jerusalem, throughout Judea, in Samaria, and to the ends of the earth.” (Acts 1:8, NLT)

Seeking to reach and teach children the Word of God is a high calling and a monumental task in our world and culture today! This task calls for wisdom and power far beyond our own. This power comes from God through His Holy Spirit as we partner together with Him to accomplish our goal of reaching children for Jesus Christ.

- Partnering with the Holy Spirit

God wants us to depend on Him through His Holy Spirit for all we need as we take each new step to reach and teach children through Bible Club.

- Train analogy

The idea of a steam engine train pulling its cars toward a destination can serve as a visual reminder of the power we have available from God's Holy Spirit as we begin this new ministry. It can be used, as fits the situation, to reinforce how God gives us all we need to accomplish the task He has called us to do. This not only applies for beginning this new ministry of Bible Club, but for the ongoing preparation and teaching of it as well.



- The ENGINE – the Teacher
- The CARS – the Students/Children
- The POWER (Steam from engine) – The Holy Spirit's power in us.
- The DESTINATION – The Goal is for children to KNOW, LOVE, and OBEY God.
- The RIGHT TRACK – Setting goal in God's direction and staying on track!
- The COUPLINGS – The links between you and the children - love, understanding, etc. as you and they move towards the goal.

➤ **The Vision**

- What is your vision for a Bible Club?
 - What is the need?
 - Who are the children you want to reach? Where are they located?
 - What do you want to see accomplished through the Bible Club?

Each question should be thought through to act as a guide for planning for a Bible

- Share your vision.
 - Your burden and the need for reaching kids for Christ in the community.
 - How others can help, get involved and provide support.
 - The great need for prayer as this venture begins.
 - Share it with your church and pastor, and other area's churches, ministry leaders and colleagues, friends who would be interested in reaching children.

2. The Environment

➤ **The Children**

- How much do you know about the children you wish to reach?
 - Their ages
 - Their needs and interests
 - Their families, neighborhood, community, and religious backgrounds
- What are the target ages or grades for Bible Club?
 - Elementary – ages 6-11
 - Early childhood – ages 4-5
 - Mostly mixed ages

How might this affect the club program?

➤ **The Context**

- What is meant by the “Context” of something?
It is the setting for a book or an event which includes, time, location and circumstances/characteristics expressed in a way that leads to full understanding.

Each Bible Club will have its own context, unique to its location. *(Discuss some ideas of what might be included in this context.)* Some examples will be geography of the location of club; rural or urban setting; types of businesses; jobs availability; entertainment options; housing situation: apartments/houses (rent or own); schools; churches; distance of children to proposed Bible Club location; kids’ programs in neighborhood etc.

- Why is it important and helpful to research and know the context for your club?
It is helpful in:
 - Planning for a club location - best location with proximity to children
 - Planning for advertising the club: best method or medium, such as flyer, snail mail, in-person, church/school announcement, social media, web link, to connect with the parents/guardians/non-parents, churches and community, etc.
 - Planning the lessons and club program: where to begin with Bible teaching; what curriculum to use; program activities; behavior guidance.
 - Others.

- What is the Bible Club context?

Begin to think about your new and/or present Bible Club and the context of its location. Walk through the community/neighborhood and note the things discussed above and add ideas of your own.

Use the following preliminary questions in class to stimulate thinking and ideas:

- How would you describe the location?
- How would you map it out physically?
- What parts would be most helpful for you in starting a new club or rethinking your present club?
- What are some KEY factors in your context that will be vital in guiding your planning to begin a Bible Club?

➤ **The Culture**

Knowing the culture of your Bible Club location and people is another very important part of preparing to start a Bible Club.

- What is meant by the “culture” of a people?
 - “... the learned and shared set of values, ideas, concepts, beliefs and rules of behaviour that allow a group of people to function and perpetuate itself; a “way of life”.
 - “... the shared characteristics of a group of people, which encompasses place of birth, religion, language, cuisine, social behaviors, art, literature, and music.”
- What specific things might help to contribute to and/or reflect the culture of a person/group?

Context & Culture Checklist

Use the following list as a guide in describing the “context & culture” within your Bible Club area, community, or neighborhood. Add other items that may not be listed, but that pertain to your context.

- Family: structure, number of siblings, ages etc.
- Neighborhood
- Social structure
- Language
- Religious background or teaching
- Church connections
- Media and Technology
- Economics
- Housing
- Jobs
- Schools and Education
- Traditions
- Arts, music etc.
- Values
- Add others that pertain to your area.

3. The Details

There are a few basic but important things that must be considered when beginning to plan for a Bible Club. Many of the details listed below will need to be considered through the “lens” of the *culture* and *context* of the area that the Bible Club is held. The questions may generate other factors to be considered depending on situation and location.

➤ Location, Date, and Time

- Location
 - Is there a need for a Bible club here?
 - Are there enough children in the area?
 - Is there a place or venue to hold club – home, church, backyard, school, playground, community hall, or library room?
 - Is there a room, an open area, a gym, or a space in the venue large enough to accommodate the number of children who may be expected to attend?
 - Is there space for chairs, benches, floor, other seating that may be needed?
 - Are washrooms or bathrooms available near-by?
 - Is it within travel distance of where children live?
 - Is transportation needed?
- Date
 - Decide on a “Start” and “Finish” date that is workable with the venue, your volunteers, the school year calendar, weather considerations, and all who are involved.
 - What day of the week is best suited for leaders, helpers and children?
- Time
 - If the club is held outside of the school, what time are the children home from school?
 - If the club is held in school, what time works best for the school’s schedule (i.e., lunch time, right after school)?
 - How often will club meet – weekly, bi-weekly, or other?
 - What time of day or evening is best within context and culture?
 - What will be the length of the Bible Club - half hour, one hour or longer?

➤ Registration

- Pre-club registration

This will vary for differing communities and may not be needed. It is important to research and decide what and how it will be done. If your club is held in the school/church/community center, check with the administrator of a proper way to do this.

- **Registration Information and Procedures**
 - What information is needed: name, age, contact info, medical information, allergies, etc. that would be important to know for Bible Club?
 - How will registration be organized and set up? QR code, email, paper form, mail-in form, etc.
 - When will children be registered: prior to club, first day of club, etc.?
 - Who will create the form? How? Who will do registrations?

- **Permission Forms**

If the forms are needed for the venue and parents or guardians. (*Permission form can also be included on the registration form above. Show samples, as applies.*)

➤ **Promotion**

- How will Bible Club be promoted?
By word of mouth, church announcement, community bulletins, neighborhood events, school announcement, radio announcement, social media, etc.
- How will children be invited?
In-person contact, hand delivered invitation, through the school or church's Sunday school, social media, etc.
- **Format and Content for Promotion**
 - Format – flier, phone call, email, online, website, etc.
 - Content – clear information that both parents and children understand the activities of Bible Club, time, date, place, or the QR code if there is one.
 - Make the flyer appealing and include your contact information if parents or guardians have questions.
- **Preparation and Distribution**
 - Who will do it?
 - How will it be distributed?
 - To whom? Such as, homes, schools, churches, etc.
 - When to do it? Decide the date to begin promoting before first club date.

➤ **Child safety and protection guidelines**

- All volunteers **MUST** be trained in the following area.
 - **Safety and Emergency Procedures:** guidelines for first aid and emergency situations; safe behaviour guidelines for club children. These should be written out and communicated to all teachers and helpers. Check the club venue (home, school, church, community hall, etc.) for any procedures they may have that must be followed.
 - **Child Protection Guidelines:** government guidelines and procedure must be adhered to and followed during the Bible Club.
- **Church-Venue Bible Club**

- Follow the church policies for safety and emergency.
- Volunteers who work with youth from the churches may be already trained by their church. The proof of training needs to be obtained.
- Other venues
 - Research the policy and training requirements of that venue.
 - If there are none or are non-applicable, train the volunteers in government guidelines and safety and emergency procedures you develop for your club.
- Police Background Check
 - Research the agency that might do the background check in your area.
 - Be sure to have volunteers who have not made appointments for the check to do so in good time BEFORE the start the Bible Club.
 - All volunteers must have a proper background check to work with children. This will depend in each individual area and situation.
 - Keep all the Background Check files updated.
- Liability insurance: research is needed in each specific venue or area.
- **Resources**
 - Bible Club Supplies: teaching materials, take-home materials, snacks (*optional and be aware of allergy*), and any fee for the venue and training.
 - Share with Others: make the needs known to prayer partners, churches, and individuals.

4. The Support

➤ **Prayer**

Prayer is a vital component of beginning a Bible Club. It is key that all the plans and development are surrounded and covered by prayer. As the Bible Club begins, consistent prayer support is on-going for the teachers and children. It is through prayer that God's power will guide, enable, direct, and empower those who organize and teach the club will be seen and felt.

- Prayer Team: one of the most effective ways of maintaining continual prayer support is to develop prayer partners who become your prayer team.
 - Contact individuals who are real pray-ers and will faithfully and regularly pray. Your church leaders, people from your Sunday school or small groups, parents, and other individuals you know who will be faithful in continual prayer for the Bible Club.
 - Enlist 2-3 (or more) people as a "prayer team" to pray for you and your planning team as you set up the Bible Club and get it started.
 - Engage your prayer team and/or others to continue to pray weekly for the Bible Club, the teachers, helpers and the children and their families.

- Encourage your church as well as other churches to pray specifically each week for the club. Be sure to give initial specific prayer requests to get them going in prayer.
- Supply updated prayer requests and answers to all your prayer partners throughout the entire time the club is in operation.

➤ **Volunteers**

What do you think of when you see the word “volunteer”?

One who freely offers to take part in some enterprise or to undertake a task.

- Why do we use volunteers?
 - A great way to involve others in the ministry.
 - An economical means of supplying needed helpers.
 - A source of new ideas and possibly experienced workers.
 - A way to discover potential future leadership.
 - An effective method of “on the job” training for this ministry.
- Who are potential volunteers?
 - People within the church and/or the community.
 - People with the time and willingness to be involved in working with children.
 - Parents, teens, college students, young adults, seniors, retired schoolteachers, empty nesters etc.
- What are the key criteria for choosing effective volunteers?
 - Christ follower: has a belief in and acceptance of Jesus Christ as personal Savior.
 - Enjoys and loves children: has a burden to reach them with Gospel.
 - Teachable: is willing to learn and to participate in training, as needed.
 - Commitment: is willing to give their time on a consistent basis.
 - Responsible: is willing to follow directions.
 - Team-oriented: is willing to work as a “team”.
- How do you recruit the volunteers?
 - Prayerfully: cover all plans with prayer consistently.
 - Preparedly: plan and write out (a) expectations of a volunteer; (b) a description of each area where help is needed; (c) specific details of the responsibilities for each area.
 - Publicly: a general appeal in the church is a good starting place. Reach out to retired adults; youth with time; people from the community; children’s workers in the church; parents of children in the church; Christian friends; local mission organizations...etc. Provide basic details of what is needed and how to contact you if interested.

- Privately: approach individuals who would be good possibilities as volunteers; give them the information; ask them to pray about serving and get back to you. Be sure to follow up your contact with each one.
- How do you conduct a Bible Club volunteers information meeting?
 - Decide on a date and time (no more than one hour in length) for a general information meeting for all who are interested to attend.
 - Extend this invitation throughout the recruiting process and make sure it is written on any fliers distributed for recruitment.
 - Include pertinent facts such as the purpose of meeting, date, time, and place on the flier. Remind them that attending the meeting does not mean they are automatically signed up to help. It is purely informational and to answer their questions. This will allow them to pray and make an informed choice about volunteering, as God directs them.

5. The Training

The importance of training and communication where volunteers are concerned cannot be overly emphasized. These are keys to developing and maintaining an effective and committed volunteer team. Communicate with volunteers regarding important and updated information and train them to fulfill their role with excellence.

➤ The Basic Training Session

A pre-Bible Club basic training session should be held for all leaders and helpers. This will give the necessary basics for serving in a club and begin to build the Bible Club team as they pray and train and serve together. It will also help to give assurance and confidence to the volunteers.

- Planning and conducting an effective Basic Training meeting.
 - Every volunteer must attend this meeting.
 - Check for a suitable date and time where all volunteers are able to attend in person. Make provision for those who cannot attend in person, such as another time, via Zoom or other platform, record meeting, meet one-on-one.
 - Keep the meeting simple and to the point.
 - Make it interesting and enjoyable! Provide refreshments if possible.
 - Cover it with prayer.
 - Honor the time: Start on time and finish on time (even a bit early)!
 - Send out reminders via print, media, phone calls, or email.
 - Include all necessary information and instructions for each area of the club. Put key information in writing and use demonstrations to reinforce understanding.
 - Allow enough time for questions and discussion.

- Use the *SUGGESTED CONTENT* listed below as a guide to include in the training session and expand on. (*NOTE: all the suggestions below are subject to individual situations as to what topics and content are included, need to be added to here, or dealt with at a later time.*)

Suggested Content for the Session

1. PURPOSE of Bible Club - for children to come to Know, Love, and Obey God.
2. Importance of PRAYER - cover each club in prayer and meet regularly to pray for the children and each other as a team.
3. The PROGRAM - explain its parts, descriptions and how they fit together to accomplish the goal.
4. TEAMWORK and COMMITMENT - describe the importance of allowing the program to run smoothly and effectively to accomplish the goal.
5. EXPECTATIONS of volunteers - arrive early to club, be prepared, interact with children, receive training, obtain supplies and resources, etc.
6. CHILD PROTECTION information - provide applicable information needed for the situation.
7. CLASS MANAGEMENT guidelines - discipline with love and respect to reflect God's love.
8. SUPPLIES/RESOURCES - where to obtain the supplies and how to use them.
9. RESPONSIBILITIES for volunteers - Explain each of the roles for Bible Club and the responsibilities related to each one. (*NOTE: more in-depth training may be needed for some of the roles; see Extended Training below*)
10. The "HOW TO's" - explain clearly the instructions for each job. Write out instructions for each one, as needed. Use demonstrations to clarify.

➤ The Extended Training Session

Some of the roles/tasks in Bible Club may require some additional training to prepare those volunteers for any of these tasks. Those who may be assisting and/or leading in the areas of teaching, presenting the memory verse, or leading songs may need some extra time with training and preparation. It is important to plan for this with your volunteers, so they are well prepared.

This extended training should be done at the convenience of the volunteers prior to the start of the club. It can be included as a segment of the basic training meeting or on separate occasions.

PART 3

The Bible Club Program

1. The Program

➤ The Importance of a Good Program

- The Characteristics of a Good Program
 - Communicate the message of God's Word effectively to a variety of age groups.
 - Give a structure for accomplishing the aim of the Bible lesson.
 - Reinforce and apply the biblical truths taught through the Bible lessons.
 - Provide a complete, interactive, and interesting Bible- learning experience.
 - Ensure the best use of time.

➤ The Qualities of a Good Program

- Purpose: reinforce Biblical truth of the lesson throughout each program activity and acts as a guide in the planning of each program.
- Participation: involve the children while directly addressing the needs and development levels of the children.
- Variety: provide different types of activities on the age level of the children to make it an effective and engaging learning experience.
- Consistency: provide intentional and trustworthy Bible teaching within a children's club setting.
- Clear Communication: present the Biblical truth in a clear and understandable way within the child's level of learning and understanding.
- Enjoyment – provide a fun and enjoyable Bible-learning experience.

➤ The Preparation of a Good Program

A Bible Club program consists of all that is done with the children from the time of arrival to their departure from the club. It is made up of a number of activities which work together to create a unique, interactive and effective learning experience for children centered around the teaching of God's Word.

- Bible Club Activities

Each activity can contribute towards reinforcing the Bible truth taught, so that every child gets it through the Bible lesson, or one or more of the other activities used in the program. Suggested activities are below:

- Bible lesson
- Memory verse
- Music

- Prayer time
- Review
- Drama – role play
- Puppets
- Crafts
- Bible drill
- Object lesson
- Games
- Special teaching segments
- Club projects – giving, praying, helping, etc.
- **Pre-Club Activities**
Plan for the early arrival of some children to Bible Club. Prepare one or more activities as an opportunity to:
 - Occupy early arrivals.
 - Have more personal time with children.
 - Become better acquainted with the children.
 - Use an activity to reinforce learning.
 - Give children an incentive to be on time.

Pre-club activities are dependent upon the arrival of the teacher/leaders before the first child arrives. This gives time to be prepared and give attention to the children.

- **The Opening Activity**
The “opening activity” is a 3- 5 minutes session that begins each Bible club. It signals to the children that Bible Club is beginning.
 - It is an optional but important part of setting the overall tone of the club.
 - It gives a definite, consistent starting routine for the program. This is important for children to have an established activity that will remain constant each week. It provides security for them, as a signal that club is beginning.
 - It includes: (a) “Welcome to all”; (b) Opening song: theme song, or a related chorus or Bible verse song; (c) Opening Prayer. (A 4th component could be saying the Pledge to the Bible as a corporate proclamation of trust in God’s Word.)
 - It enables the club to start on time and on an upbeat note.
- **The Descriptions of Bible Club Activities**
The following list gives the types of activities that can be part of the Bible Club program. Each should be used to reinforce the Bible truth presented through the Bible lesson.

- Bible Lesson – the main tool used to present the Bible story and related Bible truth, its application and response.
- Memory Verse – a Bible verse is presented and explained for each lesson; the children are encouraged to memorize each verse.
- Singing Songs - chosen to reinforce truths taught and often as an aid for Bible verse memory.
- Prayer time – teach children to pray for a specific missionary; something that concerns them, etc.
- Review - a method that acts as a reminder of the lessons and applications taught and can be a bridge to a new lesson; it informs the teacher of what material may need to be retaught.
- Drama –a teaching method used to “tell” the Bible story and through role play illustrate everyday situations to apply the Bible truths.
- Puppets – an effective, interactive method to present the Bible verse, review lessons and verses, sing a song, or teach the Bible story and more.
- Crafts – a hands-on activity to reinforce the Bible story and apply the truth.
- Bible Drill – A fun means of learning Books of the Bible and locating Bible verses in the Bible through competition.
- Object Lessons –a creative and often interactive means to illustrate a particular biblical truth or concept.
- Games – active for indoors or outdoor, used for fun or to fit a topic or theme.
- Club Projects – giving to a missionary or missions project; giving/helping with local need i.e. family, food collection, etc.
- Special Emphasis Activities - These are activities on special topics which allow for more teaching emphasis. They are often presented over a 4–5-week period for about 5-10 minutes within the club program. This need not be done on a regular basis, but as needed to supplement the regular Bible Club program/lessons. Some suggested topics that may need more concentration to provide reinforced understanding are:
 - Bible - learning the books of Bible, facts about the Bible (what is the Bible, who is the author, how many books, etc.), how to find your way around in the Bible.
 - Salvation
 - Prayer
 - Giving
 - Growing

- Missions – Presenting the concept of missions as God’s heart for the world can be done periodically through teaching about missions and/or using a continued visualized true missionary story about the life of a missionary or someone who came to Christ through a missionary in another country. (See Bible Visuals International www.biblevisuals.org)

➤ **Putting the Program Together**

Choosing the right activities for each Bible Club program is important. Consider these key questions when planning for each activity:

- Will each activity reinforce the Bible truth being taught? How?
- Are the activities appropriate for the ages/development of the children?
- What is the length of the Bible Club?
- Are there sufficient helpers to assist with activities?
- Is there enough room/space to accommodate the activities?

2. The Long-Range Plan

A long-range plan for the Bible Club year which contains a monthly, a quarterly or even a yearly plan is an important consideration. Planning for more than a week-to-week schedule, even if only in a broad sense of themes and topics, can be helpful in being prepared ahead. This gives time for thought to make needed adjustments along the way – and it is a starting place for details of each weekly plan.

➤ **Monthly/Quarterly/Yearly Plan**

A long-term Bible Club teaching plan is suggested to help with preparation for each weekly club. Hopefully, it will avoid the last-minute rush to pull program together. It may, at first, involve less detail in the quarterly and yearly plan. As time goes by, the details will come together and can be filled as each week’s plan is accomplished. A written plan serves as a visual guide for the entire month, quarter, or year of planning! It does not have to be done all in one sitting but can be put together as time progresses and clubs are held. The details of each week become less time consuming as plans can be looked back upon to see what is needed for the next club. Keeping a record of exactly what is accomplished each week gives guidance for the next week’s plan.

- **Club Time Variables**

Planning for club time variables may often need to be considered where the regular teaching plan may need to be adjusted, such as:

- Missed Bible Club days due to weather, illness, school closings, or a holiday.
- Illness
- incorporation of a “special” Bible lesson for special holiday lessons as Christmas, Easter and other events related to the individual situation.