

Come on a Global Heart Tour!



*Passport to Understanding
UCRS Children's Church*

SUMMER PROGRAM

CHILDREN'S CHURCH PROGRAM DIRECTOR'S MANUAL

For two years, United Church has offered special summer programs for the children's church. We are continuing this year with the Choice program. The annual theme, "Making Good Choices", will be developed through a look at different cultures around the world. All information you need to present your Summer Program is included in this manual. The thirteen lessons for the summer quarter are provided for the months of June, July and August.

Purpose of the Program

The rationale behind the summer program is that it is different from "regular" Children's Church. This variation emphasizes fun and outreach, helps to eliminate the summer slump by keeping the kids interested and excited, and builds a sense of family and community in your church.

You can choose the level of participation that you would like to have in this summer program. Suggestions are given for decorating the hallways and rooms of the children's area; however, it is possible to have a good time without decorating at all if you are doing "portable church". You may also rearrange the offered schedule to suit the needs of your congregation. The amount of time allotted is the same as for regular Sunday's; it is just arranged differently. The hour is divided into three 20 minute slots: one for games, one for crafts, and one for discussion. The children move from room to room (or area to area), and activity to activity. Some of you may choose to keep the kids in one room and just change activities. Others may only want to do the discussion and one of the projects each Sunday, choosing either a game or a craft project.

Parents are invited to participate in many ways. This is an opportunity for you to recruit a new teaching staff and give your regular teachers the summer off. Many people are willing to make the shorter, three month commitment. Parents and other adults can also assist with decorations, supplies,

copying and collating, and other required jobs. The more people you can include, the more active and happy your summer program.

Your Role

Your job begins when you and your minister decide what level of involvement your church plans to have in the Summer Program. From then on you will be the head of a simple or complex summer curriculum. You can use the lessons as regular

Sunday classes without advertising a special program at all. You can use some of the ideas and decorations that are offered in this handbook to make a pleasant and different Children's Church experience for the summer. Or, you can go as far as you like with decorations and publicity and create an exciting program that embraces your entire church.

Recruitment of staff will be one of the first requirements. Volunteers are needed to help put the program together and to teach it if you elect to have a new staff. You will find suggestions for staffing and subsequent training in this manual.

Organizing the creation of hallway and room decorations is part of your task. Therefore, you will want to discover the creative and artistic members of your church to assist in this process.

There is quite a bit of copying and collating required for this program. A materials committee can help select paper colors, organize duplication parties, and manage distribution.

As director, it is your job to put all the parts together and then ensure that they continue to work together throughout the summer. That means you will be coordinating staff, budget, materials, time and space. So call your practitioner and have treatment begun on your behalf so you will KNOW that all of this will work efficiently and effectively. And, that you can have a lot of fun and satisfaction doing it.

What does a Sunday look like?

Each Sunday in the Summer Program will be an experience of excitement and energy. The children have no time in which to become bored or disinterested. They like the activity and movement. You can make all of this motion run smoothly through detailed planning and good training of your teachers.

Before the program begins you will need to decide how to divide your children into three groups who will move from area to area. Set up a rotation schedule similar to this one:

CONCEPT CIRCLE	GAMES	CRAFTS
K, 1-2 Grades	3 - Grades	5-6 Grades
5-6 Grades	K, 1-2 Grades	3-4 Grades

Plan to have thorough explanatory signs and a guide at the entrance of your children's area to direct parents where to take their children. Or you may want to assemble children in one place and take them to their area yourself. It is easier to have parents collect the children from the sanctuary after the Peace Song, also. I'm not sure why, but I know it makes folks nervous to get their daughter or son back from a different room than they left them in!

STAFFING REQUIREMENTS

You may choose to have a large staff or a small one depending on the size of your Children's Church. Remember that people really do love to serve and this is an opportunity for them to do so in a fun way. You will want to recruit enough help to let you do the job easily and effectively. Here is a list of suggested volunteer tasks that you need to accomplish:

Recruitment

The recruitment person or committee is in charge of publicizing the need for volunteers for the Summer Program. They may also call certain people who have abilities and skills that seem useful and encourage them to participate. Then the committee assigns these wonderful, giving people to the area where they can serve the best.

Training

Information is provided in this manual to assist you in training your teachers.

Publicity

This person or committee will ensure that the congregation is aware of the fun and exciting adventure that is going on in Children's Church through announcements in the church bulletin, newsletter, and pulpit announcements.

Materials

This is usually a committee job. It certainly is more fun if you have several people collating and stapling! All the supplies will be selected and purchased by this group. Copies of the take home papers and parents' handbook will be prepared.

Decorations

Again, this will very likely be done by committee. These people may help select the level of decoration desired for your Summer Program and then organize the creation of your "worldview"! They can let their imaginations soar in the planning of hallway and room decorations, building sets, and preparation of decorative materials. You might even want the children to participate in this part of the program. They can even make theme decorations at home during the week that can be put in place on bulletin boards and walls on Sunday.

Finale

At the end of the summer program you may want to plan a special recognition time for the Children's Church or the entire congregation. It is useful to select a committee to plan, organize and present this time of acknowledgement. They will need to decide what it will be, when it will be, who will participate, how it will be done, what decorations will be appropriate, and what awards you might like to give the children.

Teachers

The number of teachers that you require is dependent on the number of children you have. Teachers feel more supported when they have lots of help, so recruit as many teachers and aides as you can. Usually you need a teacher and an aide for each group of up to 8 children. The suggested scheduling this program is for three age groups and three activity areas. Therefore, you would need 6 teachers and aides for each Sunday service.

TRAINING

Most of your volunteers will not need any other training than you can provide in their original committee meeting. Tell all volunteers the purpose of the program and their role, such as selection and purchase of supplies, and get them going in the right direction.

Teacher training can be provided in an hour long session. You may want to offer two such training meetings to assist those who are not available to meet at particular times.

The training session is designed to let the teachers, new or old, know the purpose and objective of the Passport to Understanding program, let them review the material and ask questions about it, and to give them suggestions in how to work with children. A suggested training program is listed below.

WELCOME - 10 minutes

Opening Meditation

Welcome them to the Passport to Understanding program Tell them the purpose of the program (see page

1) Explain their role as teachers:

The teacher will have direct contact with the children in the concept circle, the game session , and the craft time. Although each of these sessions has a different activity, all of them are designed to promote the annual theme, "Making Good Choices". The teacher's role is to support the children in learning that the quality of our lives depends on the choices we make. Our choice making ability is what makes us Co-Creators with God.

ACTIVITY TRAINING - 30 minutes

Hand out the materials. The entire summer program is provided in this manual. You will find a page for each activity for each Sunday.

Go over the timing of each 20 minute segment that is given in the lesson plan. You may need to change that timing if your church as a service length that is different than an hour. If your areas or rooms are far apart, you will need to allow time for the groups to shift. You can complete each activity in the given time so long as you have enough helpers.

The time for shifting from room to room also needs to be considered. Plan out the most direct and shortest route. You can think up creative ways for the children to act as they are walking. They probably need to be quiet! Try having them act out silent forms of transportation: They could be in a hot air balloon over Canada; gliding down a canal in Venice, Italy; creeping through the Amazonian jungle.

During your training, look at some of the specific activities for each area. It is very helpful to have created the craft project ahead of time so you are familiar with how it is done. Discuss how to present the material to the children. Allow the teachers to ask questions and discuss how they will run it. Encourage each teacher to prepare the lesson ahead of time and bring their own ideas to add to the excitement and greater understanding of the children. If anyone has traveled in other countries, ask them to bring pictures or souvenirs.

GENERAL INFORMATION - 15 minutes

Show the teachers the rotation schedule that you have set up for the children. Let them know exactly where they will begin and end. Indicate which rooms are set up for which activity and show them any supply cabinets, bathrooms, and fire-escape routes that they may need to know.

CLOSING - 5 minutes

Have a question and answer time. Thank all of your teachers being willing to do their part. Close with a treatment or benediction.

DECORATION SUGGESTIONS

You can be as creative and excited as you possibly can and decorate every nook and cranny of your area, or you can be as simple as you **like** with your Children's Church Passport to Understanding program. Some of this depends on your availability of space - if you are not in a location that is YOURS, you will want to devise portable decorations. Your budget will no doubt affect the type and quantity of decorations as well.

Here is a general list of suggestions for hallway, classroom, door, and bulletin board decorations. Other ideas can be garnered at your local public library, a cooperative travel agent, and teachers' supply stores under social studies and geography.

Hallways:

The entry way could have large map of the world, a bon voyage scene, or a large banner.

Wall decorations could include: Maps from individual continents or countries, ethnic crafts and costumes, travel posters.

Three dimensional props: a travel information booth, an airline pilot or host/hostess, the visitor's guide in ethnic costume; suitcases and trunks.

Classrooms:

Doors - name the rooms for countries and decorate

Walls - travel posters, murals of foreign scenes

or designs; World, Country and Continent Maps, flags; Airplane, Boat, Train, Bus, and Taxi pictures.

Displays - make charts with instructions for craft projects, set up collections of foreign souvenirs, or flags from each country.

Bulletin Boards:

Border with luggage tags and stickers, showcase student drawings, passport applications with kid's photos, or attendance rosters.

MUSIC

You have a whole world of music to choose from! There are recordings available from many countries or single countries. Visit a music store or your library for sheet music and recordings.

For your weekly song, choose something like "It's A Small World" or "We are the World, We are the Children."

MASTERS OF MATERIALS

The Director's Manual provides the masters for all of your teachers' materials, parent handbook, and take home flyers. You may want to change, adapt, add to or subtract some of the information that has been provided. The title pages of all handbooks are inscribed with the program logo. Some of the materials require special care to ensure that they copy back-to-back appropriately.

Teacher's Lessons

These are called Tips for the Tour Guide. A lesson sheet is provided for each Sunday for each segment of the service: concept circle, crafts, and games. These sheets give suggested timing and explain the day's activity and how to do it.

Parent's Letter

The parent information letter tells the parents about the summer program.

You may want to review this booklet for any changes. If you decide not to have a memory contest, take that page out. There is space available for you to include information about your local concluding program if it is other than the regular session. You may want to personalize the booklet with an information page about your teachers, or a thank you to all your volunteers, you can do so by adding copy.

Take Home Flyers

The take home flyer is called My Ticket To The program logo and a graphic have been provided on master sheets that are numbered and dated. Blank masters have also been included in case you would rather create your own weekly take home flyer. There are two masters for each Sunday on one 8 1/2" x 11" page so you can copy them and cut in half.

Memory Contest

This year, the children will keep track of their successes in the memory contest with a passport. Masters are provided to make up a passport booklet for each child that contains a separate page for each country visited. The blank space at the top of each page can be used for a "visa stamp" each Sunday. The kids find or bring their passport and get it stamped. Those who recite the quote of the week earn an additional sticker to be placed in the box at the bottom of each page. You can purchase rubber stamps and colorful stickers at almost any party or stationery store, teacher's supply store, and some toy shops.

Look at the masters for the passport carefully.

The first two pages make up the cover and one insert page. Run these back-to-back. Make one for each participant.

The next page, titled VISAS, makes up the rest of the pages of the passport. Use this master twice to make a back-to-back sheet. Make one for each student.

Then cut out the half-page sections. If you leave an eighth of an inch border around the black line, it won't matter as much if the running was off a bit.

Collate: The cover with PASSPORT and HOME SWEET HOME is first, then insert three half pages of back-to-back visas. This will give you thirteen visas. We will be touring for 11 weeks. You can use the extras to note continents where we visit two countries: Asia, Africa and South America. Or you can use them for the first and last days of the program.

Fold the booklet in half and staple on the fold. Put the smooth part of the staple outside so it doesn't catch clothes and other books.

At the end of the program, you may want to give an award to the children who successfully memorize all 11 quotes. Plan now what type of award you would like to offer and when and where this award will be presented.

Dear Parents:

The SUMMER PASSPORT TO UNDERSTANDING is here!

This summer in the special program in Children's Church we'll be going on a world tour while staying in our classrooms. Using a travel theme, we will be exploring people from other lands. Through this study we will see how God made everyone, no matter where they live. We will also observe choices that people make and God's role in the choice making process.

Purpose of the Program

The summer program is different from "regular" Children's Church. This variation emphasizes fun and awareness, keeps the kids interested and excited, and helps build their sense of relationship with the family of mankind.

The amount of time allotted is the same as for regular Sunday's; it is just arranged differently. The hour is divided into three 20 minute slots: one for games, one for crafts, and one for discussion. The children move from room to room (or area to area), and activity to activity.

Parents are invited to participate in many ways. They can assist with decorations, supplies, copying and collating, and other required jobs. The more people we can include, the more active and happy our summer program. It is a great way to get to know other parents and families in the church. Please call the church office to volunteer your services.

What Your Child Will Be Doing

Our world tour will begin in Canada. From there, we fly to Europe and visit several countries. At each stop we will learn about the people, their culture, play a game that their children play, and make an ethnic craft project. Russia will be our last visit in June. During July we will take in the Orient and Australia finishing up in the Middle East. The hot countries are appropriate for August! Africa, South America and Latin America conclude our trip.

Children enjoy the right-brain activities such as cut-and-paste, drawing and coloring, and other art. This section of the Passport to Understanding program is designed to assist them in their creative expression. Our international theme suggests many ideas for craft and art projects that are interesting and entertaining for children while helping them to learn about other people's cultures and lifestyles. Each week the theme takes us to another part of the world, so each creative project has been selected to take only the brief amount of time allotted during the service.

The games portion of the summer program is active and enlivening. Games from different countries in the world have been selected to encourage children to learn about, understand, and appreciate different peoples in the world. The basic idea is to involve as many children as possible and to keep them moving. Laughter, talking, and "joyful noise" are encouraged,

During this part of the Sunday service the children talk about the overall theme and what is being done today. There will be discussions about the countries that are being visited, possible choices a special person or the people from the specific country might have made, choices the children might make, and how God's role in the choice making process.

Your Role

As a parent, your role is one of support and encouragement. You can assist your child with his or her commitment to being at church as many Sundays as possible.

After church you can ask about the day's activities. Questions about the games and crafts project will provide opportunities to share.

You can help us with supplies also. On the enclosed checklist, we've given some of the things we might need to make the program most effective. Check materials you'd be able to donate, and return the list with your child next week. When we have use for a particular item you've checked, 'we'll contact you. Thanks!

My Ticket To...

Each week a take home flyer, "My Ticket To ...", will be sent home with your child. This paper is designed to provide you and your child a way to stay involved in the program theme throughout the week.

There are suggestions for discussion about the work they are doing. A worksheet on the back relates to next week's topic so you will know what is happening next and can help your son or daughter prepare for the activities.

The quote of the week is included here, also. If your Children's Church is participating in the Memory Contest, you can help your child work on understanding and memorizing the quote for the next Sunday. If there is no contest in your location, the quote will provide material for you to talk about.

Memory Contest

Memorization is a skill that is useful for everyone. Children are required to memorize information for school, for their personal needs, and just for fun. The quotes for this year's program have been found in our textbook, The Science of Mind, by Ernest Holmes; Dodd, Mead & Co. Publishers, 1938.

If your -child is able to memorize the chosen quote for the week and recite it during Sightseer's Circle, he or she will receive an acknowledgment of their effort. Children who successfully memorize all the quotes during the summer will receive an award at the concluding session or celebration.

PASSPORT TO UNDERSTANDING MEMORY CONTEST

Summer Program Participants! Earn Special Passport Stickers

Memorize a quote from Ernest Holmes each week and recite it during Sightseer's Circle to earn special stickers for your passport. Here is a list of all the quotes for the summer:

GRADES KINDERGARTEN THROUGH THIRD

- Every day, every moment, every second, there is choice. (143.3)
- Think of the whole world as your friend, and you must also be the friend of the whole world. (298.2)
- Let us choose to be identified with power, with love and beauty, with peace and happiness. (412.1)
- In everything, do to others what you would have them do to you. Matthew 7:12
- To learn how to think is to learn how to live. (29.5)
- ...each town, city or nation has its individual atmosphere. (348.3)
- Does the thing I wish to do express more life, more happiness, more peace to myself, and at the same time harm no one? (270.2)
- Ideas come to me daily and these are divine ideas. (56.4)
- There is but One Mind and One Law, which all people use.... (133.3)
- God loves all alike.... (430.5)
- We provide the mold for the Creative Law. (268.1)
- We must become more if we wish to draw a greater good into our lives. (267.5)

PASSPORT TO UNDERSTANDING MEMORY CONTEST

Summer Program Participants!
Earn Special Passport Stickers

Memorize a quote from Ernest Holmes each week and recite it during Sightseer's Circle to earn special stickers for your passport. Here is a list of all the quotes for the summer:

GRADES FOUR THROUGH SIX

—Every day, every moment, every second, there is choice. (143.3)

—Think of the whole world as your friend, and you must also be the friend of the whole world. (298.2)

—Let us choose to be identified with power, with love and beauty, with peace and happiness. (412.1)

—In everything, do to others what you would have them do to you. Matthew 7:12

—To learn how to think is to learn how to live Man, by thinking, can bring into his experience whatsoever he desires -- if he thinks correctly. (29.5)

—Just as each person, place or thing has a subjective atmosphere or remembrance, so each town, city or nation has its individual atmosphere. (348.3)

—Does the thing I wish to do express more life, more happiness, more peace to myself, and at the same time harm no one? (270.2)

—We must realize that there is an Intelligence within us that knows how to make a choice. This “guidance” is just as true in India as it is in America. (272.3)

—Man has the ability to choose what he will do with his life, and is unified with a Law which automatically produces his choice. (195.5)

—We must become more if we wish to draw a greater good into our lives. (267.5)

—It is a mistake to say: ‘Take what you wish, for you can have anything you like.’ We do not take what we wish, but we do attract to ourselves that which is like our thought.... We provide the mold for the Creative Law. (268.1)

Celebration

At the end of our special summer program, you will be invited to a super celebration of the work and fun that *your* children have enjoyed over the summer.

What _____

When _____

Where _____

SUPPLY CHECKLIST FOR PARENTS

I am able to donate the following supplies:

- plaster powder
- dark shoe polish
- newspapers for covering tables
- empty milk cartons, other small boxes cardboard-tubes
- oatmeal boxes
- trims: rickrack, beads, braid toothpicks
- craft sticks (popsicle sticks) birthday size candles Yarn - multicolored cardboard
- Beads or buttons glitter
- string or cord
- felt scraps - white, red, yellow green paint
- movable eyes from craft store pinking shears to borrow handkerchiefs

(Parent's Signature)

(Phone Number)

(Date)