

Master Planning Document



Time	Item	Details	Who	Notes
Three months before	Spiritual program	<ul style="list-style-type: none"> Fix the Bible teaching for each day. 	Overall Leader	Lock in the "Big Idea" for each day.
	Book the venue	<ul style="list-style-type: none"> Which rooms will be needed? 	Overall Leader	Do any rooms need modifying to make them suitable?
	Educate the Church	<ul style="list-style-type: none"> Announce the dates. Explain the purpose. Ask for help: Inviting friends and offering to be a leader. 	Overall Leader	Holiday clubs are aimed at guests as well as regular churchgoers. Encourage families to pray for those that they want to invite.
	Recruit the team	<ul style="list-style-type: none"> Recruit leaders. Ensure DBS and safeguarding requirements are met in good time. Identify key individuals to delegate tasks to. 	Overall Leader	Delegate the following roles early: Bookings coordinator; drama leads; activities leaders (starter and main).
	Fix training evening	<ul style="list-style-type: none"> Fix a date and time to meet. 	Overall Leader	One hour is usually enough.
	Open bookings	<ul style="list-style-type: none"> What advertising is needed? Write/review booking form How will allergies and additional needs be captured? 	Bookings Coordinator	Think carefully before you invite all local school children arbitrarily. To have the most impact you want to invite those who are already friends with church families.
	Fix speakers	<ul style="list-style-type: none"> Who will give the Bible talks? 	Overall Leader	It could be a different person each day. Will you ask them to write their own talks or to edit those provided?
Six weeks before	Recruit other roles	<ul style="list-style-type: none"> Leaders' Bible thoughts. Sketch. Wakey Wakey Leader. 	Overall Leader	Who will prepare and give these? Not a big role. Needs some energy and enthusiasm.
	Recruit registration team	<ul style="list-style-type: none"> Only needed at the start of each day. 	Bookings Coordinator	A role for those who are well organised but perhaps would prefer not to work with children.
	General shopping	<ul style="list-style-type: none"> Stationery. Props for dramas. 	Anyone!	Pens, felt tips, glue, scissors, paper. Bible dramas and Bill & Ted dramas.
One month before	Recruit young people to lead	<ul style="list-style-type: none"> Invite 14-18 year-olds to be junior leaders. Invite 11-14 year-olds to be helpers. 	Youth Work Leader	Explain the role, explain the responsibility, enthuse and encourage participation.
	Recruit set-up helpers	<ul style="list-style-type: none"> Fix a time to set-up. Find willing helpers. 	Overall Leader	Tasks may include printing, photocopying, setting up rooms/ activities.
	Back drop & decor	<ul style="list-style-type: none"> Delegate the venue decoration. 	Décor Leader	Might be minimal. Children enjoy a themed venue.
Three weeks before	Music	<ul style="list-style-type: none"> Delegate music and band. 	Overall Leader	Give the preferred plan for which songs on which days. Or plan the CD player!

Two weeks before	Sketch boards	<ul style="list-style-type: none"> • Paint boards white if needed. • Sketch with pencil. 	Anyone!	Check how many boards are needed? This preparation does not have to be done by "The Sketch".
	Leaders' preparation	<ul style="list-style-type: none"> • Allocate leaders to age groups. • Send out relevant materials. • Training sessions for new leaders. 	Overall Leader	Consider/ask which ages they would prefer. Relevant worksheets, overview, timetable with some guidance as to how you want them to prepare.
	Check on delegated tasks	<ul style="list-style-type: none"> • Are those responsible on target to deliver? 		Talks, starter activities, craft, cookery, sports, leaders' Bible thoughts, Sketch, drama, bookings.
One week before	Close bookings?	<ul style="list-style-type: none"> • Will you close bookings or allow bookings on the day? 	Bookings Coordinator	This probably depends on what your own church's traditions and culture are.
	Print materials	<ul style="list-style-type: none"> • Worksheets. • Leaders materials. • Name badges. 		Print at least 20% more than you need: timetables, overview, worksheets.
	Refreshments	<ul style="list-style-type: none"> • Delegate to a team. 		Do you want your church to bake cakes and biscuits? Beware of any allergies.
	PowerPoint	<ul style="list-style-type: none"> • Prepare the PowerPoint for each day. 		Incorporate Bill & Ted visuals, song words, Bible story visuals and talk visuals.
A few days before	Decide on groups	<ul style="list-style-type: none"> • Which children are in which group? • Keep friends together. 		Always be flexible for parents to "demand" that their children's groups be changed. Print out lists for leaders to tick children in.
	Set up venue	<ul style="list-style-type: none"> • Small group areas. • Activity zones. • Bill & Ted "stage". • Projector and P/A. 		Tables, chairs, stationery, worksheets, badges.
After each day		<ul style="list-style-type: none"> • Check boxes in each group to check supplies. • Prepare for next day starter activities. • Lay out worksheets for the next day. 		
During the week	Prepare for Sunday	<ul style="list-style-type: none"> • Finalise the plan for Sunday. • Which leaders are available? • Flyers for the Sunday service to invite guests. 		Sunday's Holiday Club Service functions to bring guest parents to church, to highlight the success of the week, to conclude the Holiday Club with the children and to celebrate the week with the church family.



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