

Daily Timetable

with Explanatory Notes



Place	Time	Activity	Explanation
	9:00	<ul style="list-style-type: none"> Bible study and prayer Leaders' briefing 	<p>The whole team needs to submit first to God's Word. Read the passage for the day and give them a five-minute single thought from it. Don't try to teach everything from the passage, or even the "Big Idea" for the day. Instead draw out one idea from the passage that will encourage the team. Pray as a team.</p> <p>For the briefing, the Overall Leader gives the team the single clear aim for the session. Every leader needs a timetable and their own group's worksheet. Show them where the focus needs to be. Have any lessons been learnt from yesterday?</p>
	9:20	<ul style="list-style-type: none"> Prepare group areas and main hall 	<p>Appoint a team leader for each small group. When the leaders meet in their area include a moment of prayer together. They need to check that they have got all the resources and materials that they need for the coming day.</p>
	10:00	<ul style="list-style-type: none"> Open doors Registration 	<p>The first day is different: Lots of questions, group changes and money being paid. On subsequent days, parents just need to register their children as they arrive, with the opportunity for them to fill in any registration forms and pay money owed. Locate the registration point near the main door.</p>
Groups in own areas	10:00–10:20	<ul style="list-style-type: none"> Collect and take children to groups Starter activities Give name badges 	<p>On the first day, leaders need to escort parents with their children to their group. On other days it is only the newcomers who need to be escorted. Only parents can drop their children in their groups. We want parents to meet, and get to know, their children's leaders.</p> <p>As soon as the children arrive, they need to be immersed in the starter activity. Make every child busy, so that they forget any reservations. Leaders should focus care on those children who are guests.</p> <p>Every child needs a name badge and any other team identification, e.g. a bandana, t-shirt or cap.</p>
All together in main hall	10:20	<ul style="list-style-type: none"> Loud theme to gather in hall Welcome and notices 	<p>Send someone to groups to gather children to the hall. The theme is playing loudly to create a sense of a grand arrival. The Academy Leader stands ready, directing children where to sit. Youngest at the front.</p> <p>Longer welcome on the first day: Enthusiasm and warmth to start. Then clarify rules and key locations. <i>There is no quiz on the first day to allow more time for settling in and notices.</i></p>
	10:25	<ul style="list-style-type: none"> Quiz (not on day 1) Memory verse 	<p>The Academy Leader invites children to huddle around their nearest leader, then gives three or four recap questions from the front. Children whisper answers to the leader. We are wanting to remind the children of where we are in the spiritual program. The other benefit is that newcomers can listen in for a "story so far..." Aim for an atmosphere of high-paced, feverish whispering in tight huddles. There's no need to write anything down. Run through the answers by buzzing around children with a microphone.</p> <p>This time could also be used to learn a memory verse for the holiday club. Try and set this to a tune or add a clapping or stamping beat to aid recall.</p> <p><i>If you want to do both a quiz and the memory verse, amend the timetable accordingly.</i></p>

All together in main hall	10:30	<ul style="list-style-type: none"> • Bill and Ted drama 	<p>Bill & Ted introduce the Big Idea during the drama. Their purpose is three-fold:</p> <ol style="list-style-type: none"> 1. Entertain. It is essentially slapstick comedy and wordplay. Children usually cite Bill and Ted as their favourite part of the academy and the most memorable. 2. Illustrate. The adventures have been chosen to illustrate the Big Idea of the day. 3. Empathise. Bill and Ted grow in their understanding and their enthusiasm of the Gospel as it is presented, so we hope that they become role models for the children in their learning. <p>Initially some organisers want to ditch Bill and Ted because they seem unnecessary and difficult to perform. However, actors need only a small dramatic gifting and a loose grasp on the scripts to achieve great benefits for the children.</p>
	10:35	<ul style="list-style-type: none"> • Song 1 • Song 2 (if time) 	<p>The Academy Leader encourages all of the children to stand and to join in with the singing. Bill & Ted can return to model actions with enthusiasm. Try to get children to join in with the actions, but recognise that some may not want to. Normally aim for one action per line of lyrics, so the youngest, who can't read the words, can join in enthusiastically. We suggest that you repeat about five songs during the week.</p>
	10:40	<ul style="list-style-type: none"> • Bible story with • Bill & Ted and friends 	<p>The script is very close to the text of the Bible with some simplification and some explanation. We want to engage the children with the drama of the Bible narrative. The tone of the drama should match the tone of the passage; so the story of the crucifixion will be sombre while the healing of the paralytic will be jubilant after his healing.</p>
	10:45	<ul style="list-style-type: none"> • Wakey Wakey! 	<p>We want the children to be totally focused for the talk so this is a few minutes of hyperactivity. Find a leader with unbounded enthusiasm to lead a routine in the style of an aerobics class. Add complexity as the week goes on. Then the Academy Leader gets them settled and prays...</p>
	10:50	<ul style="list-style-type: none"> • Talk 	<p>This is the second most important time in the day. A 10 minute talk explaining the central meaning of the Bible story. If the club is 5-11 year olds, the talk is aimed at 7-8 year olds. The younger ones are engaged by the visuals, the narrative and the energy. The older ones bear with it. Leaders should be sitting amongst the children. No loo trips (unless urgent). No disruption.</p>
In group areas	11:00	<ul style="list-style-type: none"> • Group time with worksheets • Refreshments 	<p>This is the most important time in the day. The children are responding to what they have heard. Have drinks and snacks ready for the children's arrival. Start by retelling the story or reading the Bible passage provided, depending on the age of children. Talk about what is happening. Within groups, split the children into sub-groups with a leader. Keep the same sub-groups and leaders each day. Each leader then works through the worksheet, deciding where to focus. Include every child; ask questions and allow them to ask their own questions. The leader should aim to say less, where possible only asking questions. Finish by praying. Children can pray if they want to. Protect this time. No interruptions.</p>
Various	11:20	<ul style="list-style-type: none"> • Main activities; sports, games, craft, cookery 	<p>This is total brain rest providing memorable fun through quality, themed activities. We suggest having two activity slots a day of 20 minutes each, with time to move between areas. Try to make sure that children do one active activity and one calm one each day. You may want to run a craft over multiple days if it is too complex to complete in 20 minutes.</p> <p>Some of the leaders will run the activity every day, while remaining leaders stay with their groups.</p>

All together in main hall	12:05	<ul style="list-style-type: none"> • Bill & Ted return • Leader testimony • Sketch 	
	12:20	<ul style="list-style-type: none"> • Song 3 • Song 4 (if time) 	These songs should reinforce the Big Idea. Any parents who have arrived early could be shown into the back of the hall, as the sight of so many children singing joyfully is tremendous!
	12:20	<ul style="list-style-type: none"> • Farewell. Prayer 	Finish with an enthusiastic prayer of thanks before sending groups back to their areas.
Groups in own areas	12:25	<ul style="list-style-type: none"> • Return to groups 	<p>Parents collect from the group areas so that leaders can pass on encouragements, getting to know parents and inviting them to Sunday's service.</p> <p>Children leave their name badge and cap/bandana/T-shirt but take their worksheets home.</p>
	12.45	<ul style="list-style-type: none"> • Leaders gather for feedback and prayer 	Leaders tidy up their areas. Meet for 10 minutes all together. Each team of leaders could give one sentence of feedback on their day and specifically on their discussion time.



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