

Recess Training Content

Set-Up:

- Check-in table with pre-printed name tags and walk-in forms (becomes processing table after training)
- Table(s) for sample crafts and snacks with laptops showing training video loop
- Table for Preview sign-up sheets
- Tables and chairs set up for attendees
- Kits/door hangers/signs/stakes/ t-shirts ready for distribution
- Sample Kits at each table

Hand-Outs:

- Agenda
- Coordinator Info Form

Decorations:

- Optional: Helium balloons

Recess Training Schedule:

Mins	Times	Details	Who
30		<p>Check-in – Name Tags for those who preregistered Have attendees sit together at round tables of 6-8 Tables showcasing curriculum – Videos and Samples</p>	
5		<p>What is Recess? Welcome and Vision</p> <ul style="list-style-type: none"> • 3 day event – Evenings of June 18-20 (Flexible) – Kids age 4 – 5th grade participate in worship, Bible lessons, games, crafts and snack • We have an incredible opportunity to share the love and truth of Jesus with kids in our neighborhoods! We want them to know they have been designed by God who loves them and wants to be in relationship with them. And they will have FUN while exploring the truths of the Bible. • We are looking for people to take point in their neighborhood to coordinate the combined efforts of a team. <p>Objectives for Today</p> <ol style="list-style-type: none"> 1. Inform and Inspire 2. Equip 3. Provide an opportunity to respond 	
5		<p>Introductions at each table</p> <ul style="list-style-type: none"> • Have each person at the tables say their name and what experiences they have already had or hope to have with Recess. 	
10		<p>What is the focus for this year? Kit and Curriculum</p> <p>Kit – (Pull out the Guidebook) – This provides ideas for craft, snack, games, and music. (Emphasize these are suggestions – allow for flexibility)</p>	

		<ul style="list-style-type: none"> • Lesson Overview – The theme for this year is “Marvelous Me!” Day 1 is based on Psalm 139 and emphasizes that each of us were made uniquely by God. Day 2 looks at the story of David chosen as king. It teaches that we are chosen by God. Day 3 includes the story of Moses and Aaron. We learn that our forever helper is Jesus. • Show craft bag - There are supplies for UP TO 24 kids plus a sample. If your club will be larger than 24, we have extra supplies available. Most craft supplies are included. You can see a sample of the crafts and snacks at the demonstration tables. • Show Check-In Packet & Samples – (Do not open) This contains the name tags, forms, sample certificates and sample flyer for Recess. 	
10		<p><i>Do I do this alone? Who will help?</i></p> <p>Recruit team</p> <ul style="list-style-type: none"> • Each club has a “Core Team” of 3-7 people - that oversees the following roles: • Roles – <ul style="list-style-type: none"> ○ Coordinator – This is you! Point person for neighborhood ○ Recess Party - Plans a neighborhood gathering prior to or after Recess ○ Check-In - Handles registration and attendance at check-in ○ Crafts - Prepares sample of craft(s) and leads crafts ○ Snacks - Plans and provides all snacks to be prepared and served ○ Worship - Prepares and organizes daily praise times ○ Bible Lesson - Prepares and presents the Bible lesson each day ○ Games - Prepares, organizes, and leads kids in two (or more) games • Core team members often serve in multiple roles • Each member of the CORE TEAM requires a volunteer application, background check, and 3 references. • Additional helpers are welcomed – especially students! • Optional – Tell a personal story of recruiting a team. • At each table, allow time to brainstorm possible team members on the back side of the agenda. <i>(Allow about 2 minutes for brainstorming.)</i> 	
10		<p><i>How do we get ready for Recess?</i></p> <p>Train team - You will be given very clear steps and resources to use in the process of training your team.</p> <ul style="list-style-type: none"> • Show the coordinator packet. Take out the contents and show the timeline. This provides suggested steps to prepare for Recess. • Roles and Roster – Helpful forms to keep track of your team. • Pre-Team Training page - You will need to gather your team to talk through roles and details. There are amazing online training videos to do the training without having to leave the neighborhood. • Once you recruit your team, choose a date for your team training about 2 weeks prior to your club. • Sample Email - We have prepared an email for your team that has the online training video link and volunteer application link 	

		<p>(EMPHASIZE to watch video and do application BEFORE the team meeting) This email can be cut and pasted from recess.church.</p> <ul style="list-style-type: none"> ● Team Training Suggestions - AT the training, watch the 3 online training videos entitled “Team Overview” - (You may want to pause the video after each section and ask, “What stood out to you from this?”) ● Pass out handouts for each role (provided in the coordinator packet) – Discuss supplies, extra ideas, questions, etc ● Discuss specifics for your club, including Recess Party plans ● Marketing Recess – This provides ideas to get the work out about your club. ● Optional - Tell any personal tips or stories on training and how it was helpful. 	
5		<p>What else is available? Resources – We provide everything you need to be successful! You can do this; we can help!</p> <ul style="list-style-type: none"> ● Recess.church <ul style="list-style-type: none"> ○ Online Training Videos – Videos for each role and for your training team meeting. ○ Resources – Resources page with printable documents organized by role. Everything is here! ○ Parent page that includes a video. Recess.church/parents ● Advertise your club <ul style="list-style-type: none"> ○ Door hangers with registration forms you can pick up with your kit ○ A flyer option you can add info to and print in bulk ○ Social media graphic for neighborhood sites ○ Yard signs ● T-Shirts for your entire team. ● Preview Club – Preview Clubs are available prior to the suggested dates. You can sign up today for a club near you to visit. 	
8		<p>Prayer Because we are stepping out onto the front lines of battle with a very real enemy, you can expect that there will be some spiritual warfare involved with Recess. In past years, several shared stories of last minute issues popping up: sicknesses, fears, people dropping out, etc. as evidence of deterrents to their club. Being aware of this helps us press forward and pray for the courage, strength, and energy needed to be God’s witnesses to our neighbors. Let’s take a few minutes to pray at our tables asking God to move in hearts.</p> <p>Prayer: <i>Each table group prays asking God to move in neighborhoods.</i></p>	

7		<p>Next Steps</p> <ol style="list-style-type: none"> 1. If you are interested in becoming a coordinator, take a moment to fill out your Coordinator and Club Information sheet. Once you are approved you can pick up your kit, t-shirts, and yard signs today. 2. If you need time to talk with others or check your schedule before making your decision, you will have until May 28. You will receive a follow-up email within the next couple of days with another invitation to participate. 3. Sign up for a Preview Club to see a club in action prior to your own club. <p>Closing Prayer</p>	
30		<p>Coordinators ready to commit can fill out info sheet, pick up kits, t-shirts and yard signs, sign up for Preview clubs Tables showcasing the curriculum can be visited</p>	

Post Training:

For those who commit to serving as a Coordinator

- **Next Steps:**
 - Volunteer Application
 - Club Information turned in
 - Pick Up Kit/Door Hangers/Signs/Shirts
 - Preview club sign up
 - Resources to share w/ your team (Located in Coordinator Packet)

For those who have not yet committed to serve as a Coordinator

- **Email after training**
 - Coordinator and Club Information – online version
 - Volunteer application
 - Preview Club options
 - Deadline – May 28

No-Shows – Send email to provide opportunity to be involved