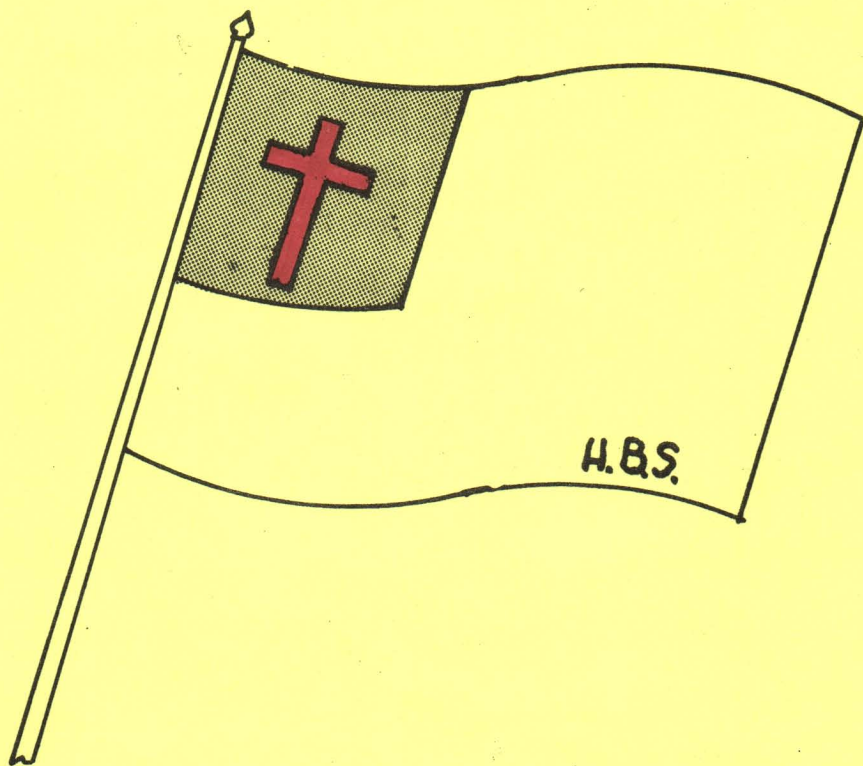
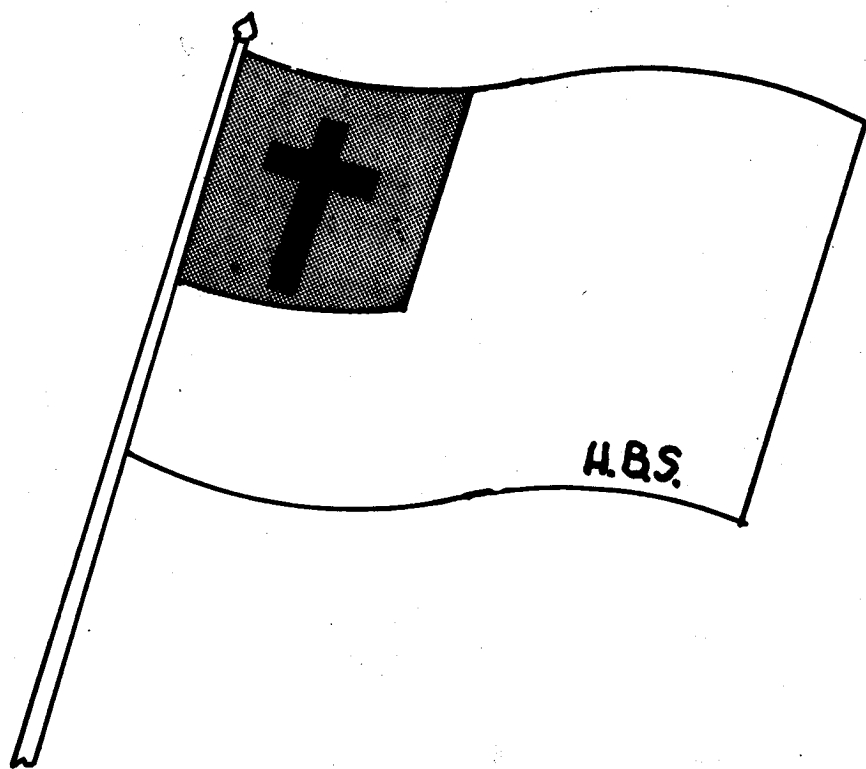


HOLIDAY BIBLE SCHOOL



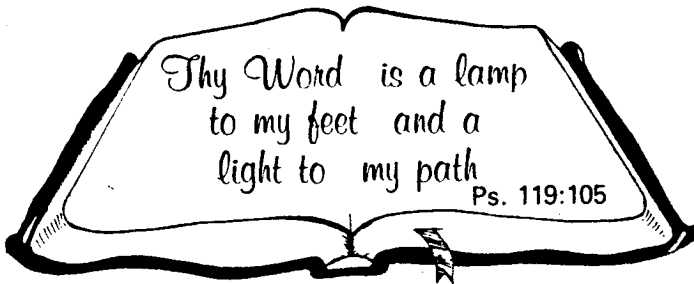
MANUAL

HOLIDAY BIBLE SCHOOL



MANUAL

I B S



Adapted from
Working In Vacation Bible School
Arthur Burcham
and
William R. Cox
Convention Press, 1975
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HOLIDAY BIBLE SCHOOL MANUAL

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HOLIDAY BIBLE SCHOOL MANUAL

INTRODUCTION

This Manual has been written with two main purposes in mind. The first of these is to help a church to plan an annual Holiday Bible School that will strengthen and complement the teaching of the Family Bible Hour and other educational organizations of the church.

The second purpose is to help workers carefully prepare to ensure that the students will be involved in a total process of learning: presentation with Biblical teaching at all age levels; motivation to assimilate the facts with meaningful understanding; inspiration/encouragement to apply this understanding to their feelings; and opportunities to put into practice what has been learned.

To teach Bible facts is a worthy achievement, but to witness a change of attitudes and convictions that leads to performing the will of God is an unspeakable joy for a teacher.

SUGGESTED WAYS TO USE THE MANUAL

1. BASIC PLANNING

It is suggested that this manual be used as a guide for basic planning of the Holiday Bible School. The Family Bible Hour Superintendent and teaching staff need a knowledge of the manual in order to make recommendations to the Church Executive and Members Meeting.

2. PERSONAL STUDY

A copy of the manual should be made available to each Holiday Bible School worker with sufficient time for reading before the first General Staff Meeting. The principal or another designated person should prepare a discussion study to be used during the first meeting.

3. DEPARTMENT STUDY

Each Department Director could use the manual to teach the qualifications and duties of the workers and to guide in developing department plans.

4. REFERENCE GUIDE

Questions will arise regarding proper procedure. The manual may be used as a reference guide when seeking an answer to some particular problem.

5. REVIEW

From year to year details may be forgotten. A review of the manual at the first General Staff Meeting each year will refresh the memory on Holiday Bible School procedure.

HOLIDAY BIBLE SCHOOL WORKS BEST WHEN THE
TOTAL PROGRAMME IS USED!

CHAPTER 1

INTRODUCING HOLIDAY BIBLE SCHOOL

WHAT IS IT?

1. HBS Is A Unique Bible Study...Holiday Time

A Holiday Bible School is a unique Bible study conducted during holiday time. A fifteen hour (three hours a day for five days) HBS provides Bible teaching time equivalent to about three and one-half months of regular Family Bible Hour attendance.

2. HBS Is Bible Centered

The Bible is at the HEART of HBS. Through Bible study the unbeliever can find his way to Christ. Through Bible study the Christian finds strength and guidance to walk in the paths of discipleship. With the Bible at the heart of Holiday Bible School, workers will be rewarded with the satisfaction of having shared the truths of God's word.

3. HBS Is Flexible

HBS is generally considered to be for children and younger youth. Older youth and adults may be included in night classes. This may be concurrent with children's morning Bible study or at some other time.

4. HBS Reaches Prospects

The Bible is the HEART, and reaching the unenlisted is the SPIRIT. The parental acceptance of HBS make it one of the best means for extending the Church's witness into the homes of the unchurched. A follow-up visit with parents is easier after contact is made with their children.

5. HBS Is Person Oriented

The time available in HBS allows workers to get to know the children and their needs. HBS teaching methods involve children in Bible learning experiences. Leading children to discover and experience Bible truths and apply them to life's needs is the challenge of HBS.

6. HBS Is A Plus Experience

A successful HBS usually increases the enrolment and effectiveness of the Sunday teaching period. The HBS curriculum should be chosen carefully. It should support and complement the curriculum of the Family Bible Hour and other Christian Education programmes of the church.

WHO IS IT FOR?

(Local Church)

1. All members of the Family Bible Hour/
Sunday School.
2. All church members not enrolled in
FBH.
3. All people in the community not
enrolled in FBH/SS.
4. Members of other churches and Sunday
Schools where no HBS is provided.

(Outreach)

1. Language groups.
2. Racial groups.
3. Institutions (children's homes, vocational schools, detention or juvenile centers, physically handicapped) complexes of flats, school buildings, store buildings or parks, tents, etc.

HOW DO WE PLAN?

1. Select The Best Dates

One holiday season might be more suitable than another. Effort should be made to avoid conflict with church camps, conferences, and other community events. The pastor's presence needs to be considered.

HBS should be held when the fewest of families in the church are away on holiday.

2. Decide On The Length Of The School And The Times Of Day

For children the morning hours are best, but successful HBS have been conducted at various times.

For a three hour a day school, 9:00 - 12:00 A.M.; Two hours a day, 10:00 - 12:00 A.M. are generally good hours.

Some churches are successful with youth and adult classes in the evening.

3. Have HBS Schedule Approved

Recommendations regarding the dates, length of the school, and the time of day should be taken by the Family Bible Hour Superintendent to the Church Executive and Member's Meeting for approval. The dates

must be announced to all church families. Some church families may arrange holidays and other activities around the dates of the HBS. Many conflicts can be avoided by the early announcement of HBS dates.

4. Arrange For Financing

HBS should be free to the learners, with their offerings going to missions.

The cost of the HBS should be budgeted by the church annually. Visitors who attend the Family Time often wish to contribute to the expenses of the HBS. Thus, an offering may be taken and placed in the regular funds of the church.

WHAT ARE OUR AIMS

1. The major emphasis in Holiday Bible

School is to teach the Bible.

Each unit of study should focus on a central Bible theme or topic for a series of sessions. All projects and activities should be planned to carry out the purposes of the unit of study.

2. Any Bible study can be an evangelistic opportunity.

For the young child the aim is to lay a foundation of Bible knowledge that will lead to a commitment to Christ when sufficient maturity is developed. For the older child, youth, and adult immediate commitment should be the aim.

3. Bible study should lead to a more mature Christian life

In depth Bible study means a change in convictions, attitudes, and the total character of a person. A small child learns that God made him and loves him, a youth discovers ways God continues to speak to us, an adult enjoys fellowship where Christian faith is shared under the leadership of the Holy Spirit. All are growing in the art of Christian living.

4. To enlist in Bible study during HBS often leads new persons to become Bible students

As these become a part of the New Testament Church, the church's witness in the community is strengthened. The Sunday School

and other organizations usually experience growth following the HBS.

5. The HBS has an important role to play in helping to call out "the called".

Truly God is the one who speaks to call his servants into full-time Christian service, but many teachers have experienced the joy of teaching a lesson that caused a young person to hear the voice of God.

HOW DO WE ORGANIZE?

Organization is determined by the number of persons expected to enrol in HBS. The total number is divided into small working groups called departments.

Making a guess at how many to provide for may be difficult, but it is an important decision for the HBS principal to make. He/she must secure teaching materials, enlist workers, and assign meeting space based on his estimate. A study of last year's HBS records, current HBS/SS enrolment, and current prospect files should be helpful.

1. Preschool

A crèche for children under three years should be provided for children of the HBS workers.

For three-year-olds a department should be provided for every 20 children with a worker for every four.

For four and five-year-olds (six's who have not started to school) a department should be provided for every 25 children with a worker for every 5

2. Children

For 6-8-year-olds: A department should be provided for every 25-30 children with a worker for every seven.

For 9-11-year-olds: A department should be provided for every 25-30 children with a worker for every 10.

More divisions may be made if workers and space are available. The grading may be on the basis of school standards. The more closely graded the better teaching results will be.

3. Youth

Younger Youth: (Ages 12-14) A department

should be provided for every 30 youth with a worker for each 10.

For Older Youth: (Ages 15- approx. 18)
Many churches have need for an older youth department. Thirty is a desirable number of youth with a worker for every 10.

4. Adults: A Bible study for adults can make HBS SPECIAL for the whole church.

THE RATIO OF WORKERS TO STUDENTS LISTED
ABOVE IS IDEAL, BUT WE DO OUR BEST EVEN
IF THE IDEAL IS NOT REACHED.

CHAPTER 2

THE WORKERS

1. Name Of Workers

The term WORKERS should be inclusive of all adults who assist in the Holiday Bible School: HBS Principal, General Secretary, Department Directors, Teachers/Helpers, Department Secretaries, Musicians.

(1) Principal: The principal should be approved by the church. He/she may be any dedicated church member. Some pastors prefer to be the principal. Since HBS is an extension of the Family Bible Hour/Sunday School, the superintendent is a logical choice. Day school teachers are excellent for this position. They are trained to work with children and have the same holidays as children.

(2) Department Directors: One should be selected to lead each department.

(3) Teachers/Helpers: Each should be assigned to a specific department.

(4) Secretaries: There should be a general secretary plus a secretary for each department.

(5) Musicians: It is helpful to have a musician in each department, but any teacher may lead the singing. Someone is needed to play an instrument for the Worship Service.

2. Qualifications For Workers

(1) Committed Christians. All HBS workers should be genuinely Christian in both attitude and activity. They need to be happy and emotionally stable. A wholesome relationship to Christ, the Master Teacher, is the primary qualification.

(2) Church Members. HBS workers should be members of the church in which they serve. If there is an insufficient number of qualified workers, a church may borrow a committed worker from another Baptist church. Persons from other denominational background may not understand the emphasis given to personal evangelism or other doctrinal points as believed by Baptists.

Some exceptions may be made in regard to guest persons such as professional people for a special feature or helpers in non-teaching roles.

(3) Willing Workers. Inexperienced workers who are willing to study and prepare can do excellent work. Being willing can be as important as having experience.

3. Discovery Of Workers

Department directors will look to the HBS principal for suggestions about who might be willing to serve in HBS. Whenever possible, Sunday School workers should be enlisted to work in Holiday Bible School. Here they are personally acquainted with both the children and the methods of teaching.

Enlisting and training those who have never served has great value for a church. When these discover the satisfaction of service and gain confidence in their ability to teach, they may be more easily enlisted to work in other positions in the church.

The best potential teacher list would be compiled from the following:

(1) Sunday School workers with the same age group that they teach on Sunday.

(2) Persons from leadership training classes.

(3) Adult Bible class members.

(4) Interested parents who are willing to be trained.

(5) Members on the church roll. A review of the church roll will often suggest names of persons who may otherwise be overlooked.

(6) New church members.

(7) People who work a night job and may be able to work in a day HBS.

(8) Retired persons.

(9) College and university students who have returned home for the holidays.

(10) Some people enjoy taking leave from their job just to be able to work in HBS.

4. Enlistment Of Workers

The Bible School may first be motivated by a concerned member of the church. However, the enthusiasm and effort of the pastor and Family Bible Hour superintendent is greatly needed. The position of these two persons places them in an ideal situation to motivate the Holiday Bible School.

The logical approach to the enlistment of the HBS staff is to begin with the principal. The Annual General Meeting is

the appropriate time for this election. The nomination may be submitted by the Family Bible Hour superintendent. He and the teaching staff would be the most qualified to make a recommendation.

The HBS principal then enlists the department directors, and they next enlist workers for their departments.

Directors should be tactful and positive as they invite others to serve in HBS.

(1) Believe whole-heartedly in HBS.

(2) Begin by talking to close friends who will likely respond. Help them see how their talents can be used, that they have something to offer.

(3) Make Bible School a challenge. A person will be more likely to respond to a challenging situation.

(4) After enlisting the workers, provide training so they can be effective and discover the good feeling of accomplishment.

5. Duties Of Workers

The Pastor

(1) The pastor may prefer to be the

principal of the HBS or he may prefer to be free of administrative details, so that he can give full attention to his role as pastor.

(2) The principal may prefer that the pastor lead all or part of the Worship Service.

(3) The pastor should meet with the staff to help plan the evangelistic emphasis. Evangelistic approaches may include the following:

- * Individual conferences with the unsaved.
- * An evangelistic service in the departments for older children and youth.
- * Follow-up with those who make commitments to Christ.
- * Follow-up with those who make commitments to church vocations - pastors, missionaries, Christian teachers, etc.
- * An evangelistic emphasis at Family Time.

(4) The pastor is the most effective promoter, motivator and builder the HBS has. His attitude can set the pattern for the school. A great promotional effort will bring in many unchurched people who can be reached for Christ either in the school or in the months ahead.

(5) The pastor should be invited to each of the departments to participate in the department activities. This is a way for him to know the persons enroled and to be known by every child and youth in the school.

The Principal

(1) The principal should lead the two general staff meetings and lead in a study/review of the Holiday Bible School manual.

(2).....enlist the department directors no later than four weeks prior to the Associational Holiday Bible School Clinic.

(3).....work closely with the Family Bible Hour superintendent regarding basic decisions concerning the school.

(4).....conduct a Directors Planning Meeting one month before the Associational Clinic.

(5).....attend, and encourage all workers to attend the Associational Clinic.

(6).....conduct the Worship Service of the HBS unless these duties are being shared by the pastor.

(7).....schedule and co-ordinate the general programme of the school.

(8).....make suggestions to the department directors concerning enlistment and training of workers.

(9).....see that following the school all materials and records are properly filed and distributed for further use by the Sunday School or other organizations of the church.

The General Secretary

The work of the secretary includes the following:

(1) Taking minutes of all general planning meetings and distributing copies to all concerned, both present and absent.

(2) Collecting lists of supplies needed from department directors and purchasing items in economically feasible quantities.

(3) Distributing supplies to the departments.

(4) Working with the departments in securing and maintaining department records.

(5) Collecting department records and compiling them into the general secretary's record.

(6) Preparing reports of HBS and turning in to the principal.

Department Director

Some of the responsibilities of the Department Director are:

- (1) Co-ordinate plans with the HBS principal.
- (2) Study the department organization and determine how many workers are needed.
- (3) Enlist and train workers for the department.
- (4) Secure materials and supplies for the department.
- (5) Encourage attendance at the Associational HBS Clinic.
- (6) Enlist attendance of all workers at all scheduled staff meetings.
- (7) Lead department staff meetings.
- (8) Guide workers to plan for their specific daily responsibilities.
- (9) Help the HBS principal in advertising the school.
- (10) Make special effort to reach children and youth who do not attend Sunday School.
- (11) Accept responsibility for the daily teaching sessions.
- (12) Work with the HBS principal on any necessary follow-up.

Teachers Or Other Assistants

The teachers work with the department director in planning, conducting and evaluating the work of the department.

(1) Participate in staff-training and planning.

(2) Plan with the director ways to involve boys and girls in various types of learning experiences.

(3) Be responsible for specific assignments in the departments.

Enlistment Of Committees

Promotion Committee This Committee should plan publicity to reach the community; should work with Sunday School leaders to reach all children enroled in the Sunday School; and should plan advertisement and ways to distribute it.

***Good promotion requires time and effort

***Involve many people in publicity. Involve youth in making posters. This involvement will result in a better school and will be the best promotion for enlisting youth. Children can be involved also in making posters and distributing handbills.

They can bring their friends. All church members can be involved in a refreshment donation plan.

***Continue promotion during HBS. Enrolment will continue to increase as the pupils invite their friends from day to day.

***Complete promotion after the HBS. Take down posters immediately! Success stories from the school will help to establish a reputation for the Holiday Bible School both in the church and in the community.

Refreshment Committee Simple refreshments such as juice and biscuits may be provided for the whole school. If the school is held during the winter, a cup of soup and a slice of bread may be more desirable. The committee should enlist mothers to bake; solicit donations; see that refreshments are served on schedule in the departments.

Records need to be kept to be used as a guide in planning refreshments for the next HBS.

Transportation Committee If the nature of the community is such that there is a need for transport, a committee may be needed. Responsible drivers could be enlisted to make a drive into a certain section of the community.

A SMOOTH RUNNING HBS REQUIRES CAREFUL PREPARATION AND WILLING COOPERATION.

CHAPTER 3

THE PREPARATION

Choosing Curriculum Plans

1. Areas of Learning

A preschool child learns to share crayons and toys because he has learned the Bible thought, "Be kind". He is learning some basics about Christian Ethics.

A seven year old girl discovers that her life belongs to God because He made her. She has been taught Christian Doctrine.

An eleven year old boy experiences guilt of sin and is led to a knowledge of Christ. Evangelism has become a reality in his life.

A youth compares the church at Colosse with a modern church and has learned Church History.

The children respond to an offering for a missionary project and learn that they have a stewardship to God in sharing the story of Jesus with every person; or some boy or girl feels that God has chosen him/her to be sent out as missionaries like Paul and Barnabas were sent out by the Church at Antioch.

These have had a learning experience in Missions.

Holiday Bible School places the eternal truths of the Word of God in terms that children of all ages can comprehend.

1. A Co-ordinated Curriculum

A well-planned Bible-teaching curriculum should be used, one that will complement the curriculum of the Family Bible Hour. The Holiday Bible School programme includes worship, Bible study/stories, Scripture memorization, stewardship and missions.

When choosing curriculum plans, consider the following questions:

- (1) Is the plan based on sound theology?
- (2) Does it make the best use of the Bible?
- (3) Is it effectively related to the needs and understanding of the learner?
- (4) Is it properly related to the church programme?

Holiday Bible School Planning Meetings

A great deal of benefit is to be derived from an Associational Planning Meeting, where

ideas can be exchanged and specific plans for each year can be drawn up. Without in any way restricting schools/churches it affords them the enrichment of shared experience and know-how.

Associational Training Meeting

HBS CLINIC

WHO?

DEPARTMENT
DIRECTORS

ALL
WORKERS

PURPOSE?

To help workers through a brief concentrated study of the current HBS curriculum.

CONFERENCES?

WORKERS - AGE-GROUPS
GENERAL OFFICERS

The Clinic is usually held approximately two months before the Holiday Bible School. Experienced workers should be used to lead the conferences.

General Conference

To prepare for the Worship Service.
(For the total staff).

General Officers Conference

To prepare the general officers
(principals, pastors, S.S. superintendents,
and secretaries.) for their specific positions
and give guidance for the administration of
the whole school.

Age-Group Conferences

To give a review of each day's departmental teaching materials.

Clinic Schedule

Saturday afternoon or other suitable
time.

--1:30-2:30 Work on the Worship Service.

A good musician is needed to teach the
music to the workers.

--2:30-3:30 General Officers Conferences and
Age-Group Conferences, convening simultaneously.

--3:30-4:00 Tea time. The host church may
be willing to prepare tea if each of the
other churches bring snacks.

--4:00-5:30 Return to individual conferences.
Dismiss from the conferences.

(Note of explanation)

In the Western Cape we have found it more convenient to refer to the two Associational HBS meetings as a Clinic and a Workshop. Within the Clinic there are the various conferences.

HBS WORKSHOP

Conference leaders should formulate a list of supplies needed. Each church should bring their own supplies, such as Koki, poster board, scissors, etc. Each conference leader will assist workers in making posters, charts, maps, or any visual aids necessary for teaching. A week or two following the Clinic is a good time for the Workshop.

Saturday afternoon or other suitable time.

--1:30-2:30 Work on the Worship Service.
(for all workers.)

--2:30-3:30 Divisional Workshops

General Officers

To discuss any details necessary.

Age-Group Workshops

Preschool workers may make play-dough and puzzles, or do painting and drawing. The songs that go with the unit of study may be

recorded and taken back to the various churches.

Children and youth workers may make sample projects or maps or any other teaching aids needed.

--3:30-4:00 Tea break

--4:00-5:30 Continue working with conference leaders.

2. Local Church Planning Meetings

(1) General Staff Meetings

Number of meetings	Two
Purpose	To develop HBS plans. To review HBS Manual.
Assignment	Read all curriculum materials before the first Departmental Planning Meeting.

(2) Director's Planning Meeting (Agenda)

Chairman: The Principal

- (1) Prayer
- (2) Introduction of directors
- (3) Inspirational period
- (4) Discuss plans already made for the school; such as date, time, etc.
- (5) Discuss achievements desired toward which a school can aim.

(6) Discuss worker enlistment qualifications, duties, procedures for enlistment, and names of potential workers. Keep an even balance of experienced, capable workers in all departments.

(7) Distribute materials for directors to give to workers.

(8) Announce Associational Holiday Bible School Clinic and Workshop plans.

(9) Review staff training schedule.

(10) Explain budget and purchasing procedures.

3. Department Planning Meetings

First Meeting Time 2½ hours

- * Review age-group characteristics
- * Review age-group teaching methods
- * Plan days 1 and 2; complete written plans.

Assignment: Review teaching procedures for days 3,4,5.

The first Department Planning Meeting should be held approximately a week after the HBS Workshop. The second meeting should follow a week to two weeks after the first.

Second Meeting Time 2½ hours

- * Plan days 3,4,5. Complete written plans.
- * Plan department Family Time activities.
- * Rehearse Worship Service with all HBS staff.

Final Check-Up Meeting

A third meeting for completing all plans may be held if necessary.

Preparation Day (time needed, about two hours)

Some time should be set aside for pre-registration and advertisement the weekend before beginning HBS.

1. The Purpose To ensure a smooth beginning for the Bible School. Time is saved on the first day if many of the children have already been registered.

2. The Procedure

- (1) Processional - March into the building following the Christian flag and the Bible as will be practised each day.
- (2) Worship Service-Follow the daily programme. Workers should know the Scriptures and hymns to carry the service until the children have had sufficient time to learn.
- (3) Department Time -
 - Register each child and worker.
 - Make something - a hat, a poster, to advertise the school.
 - Give the children handbills to be distributed during a Carcade or Walk.

(4) Carcade -

- Make every effort to ensure the safety of the children in this adventure.
- Clear all Carcade procedures with police.
- Decorate motor cars, bicycles, bakkies, etc. with crepe paper or posters.
- Use hooters and sirens.
- Stop at intervals to distribute handbills.

The Annual School

Once HBS has been established in a church and children have experienced the joy of Holiday Bible School the need for advertisement is not so great. Some churches change from Saturday Preparation Day to registration during Sunday School. This can be done quickly with proper organization among the Sunday School staff. This usually means that the majority of the enrolment is pre-registered, having the secretary free to register children from the community on Monday morning.

As long as sufficient staff and ample space is available, effort should be made to

enlist as many children as possible.

GOOD LEADERSHIP IS THE KEY TO A GOOD HOLIDAY
BIBLE SCHOOL. QUALIFIED WORKERS MUST BE
DISCOVERED, ENLISTED, AND TRAINED.

CHAPTER 4

THE RECORDS

1. Record Forms

A record should be kept on every child, youth, and worker. Attendance should be ticked and new children enroled each day.

(1) Record Form 1 could be duplicated a size to fit in a file box. Each department's records need to be kept in the department room by the department secretary during the HBS.

(2) Record Form 2 is a department record. Each day the total attendance should be filled in and passed on to the general secretary. The general secretary will use Record Form 2 to fill out Record Form 3.

(3) Record Form 3 is used to find the total attendance each day and the total enrolment at the end of the school. Record Form 2 should be returned to the department secretary for use again the following day. All Forms 1 should be collected by the general secretary at the close of the school. The total number of filled out Record Form 1 is the total enrolment of the school.

HOLIDAY BIBLE SCHOOL

Form 1

.....Dept.BoyGirl

Name

Address

.....

Attend S.S.?YesNo

If so, where?

Parents name

Do parents attend church?

.....YesNo

If so, where?

ATTENDANCE RECORD

Prep. Day M T W Th F

--	--	--	--	--	--

(Tick Days Present)

.....Dept. H.S.			Form 2	
.....Church			Date	
Prep. Day No.	Boys	Girls	Staff	Total
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
TOTAL				

HOLIDAY BIBLE SCHOOL

Form 3

.....ChurchDate

Department	Prep Day	M	T	W	Th	F
Preschool						
Children Ages 6-8						
Children Ages 9-11						
Youth						
Total						

TOTAL ENROLMENT (No. F 1)

No. Professions of faith

Other Commitments

Why Keep Records?

Good records are vital to the effectiveness of a good Holiday Bible School. Records are used as follows:

1. A follow-up in Evangelism.
2. To enlist for the Family Bible Hour/Sunday School and other organizations of the church.
3. To provide a record of enrolment, attendance, and offerings.
4. To make an accurate report of expenses and donations.
5. To provide the means for evaluation.
6. To provide a basis of planning for schools in the future.
7. To provide information for the church, the association, and the Baptist Union Christian Education Department.

The Holiday Bible School File

All HBS records should be filed at the close of the school.

1. All enrolment and attendance records.
2. Prospect lists and decision lists.
3. Worker recommendations list.
4. Financial records to help plan the next year's budget.
5. Work plans, such as the Refreshment Committee.

How many biscuits? How much could drink?
This information will be extremely valuable
to the committee next year.

6. Samples of publicity materials. Photographs could be made of large items, car-cades, etc.
7. Family Time invitations, programmes, etc.
8. Suggestions from department directors and an evaluation by the principal.

A STUDY OF PREVIOUS RECORDS IS THE FIRST
STEP IN PLANNING NEXT YEAR'S HBS.

CHAPTER 5

THE PROGRAMME

The Schedule

1. The suggested schedule allows for the fact, the younger the child the shorter the interest span. Thus, the preschooler has a 20 minute Group Time with varied activities while the youth has a 45 minute Bible study time.

2. The schedule also provides for rotation basis of church facilities, such as one department at a time being served refreshments.

3. It is a flexible schedule and may be altered to meet the needs of a particular school.

Rearrangement of the suggested schedule will accomodate a 3 hour school.

HOLIDAY BIBLE SCHOOL SCHEDULE

Preschool (Ages 3-5)

. 10:00-10:25 Worship Service for all workers and children.

10:25-10:30 Move to departments

10:30-10:50 Group Time
 Prayer
 Songs
 (20 minute) Bible story
 Bible pictures
 Memory verses
 Discussion of story and
 application to life.

10:50-11:20 Recess, Refreshments (30 min.)

11:20-11:45 Activities (25 min.)

11:45-12:00 Closing

Younger Children (Ages 6-8)

10:00-10:25 Worship service for all
 workers and children.

10:25-10:30 Move to departments

10:30-11:05 Group Time
 Songs
 Prayer
 (35 min.) Bible story
 Bible pictures
 Memory verses
 Conversation, to relate
 Scripture to life situations.

11:05-11:25 Refreshments, recess, a game,
 if time (20 min.)

11:25-11:55 Activities (30 min.)

11:55-12:00 Closing

Older Children (Ages 9-11)

10:00-10:25 Worship Service for all
 workers and children.

10:25-10:30 Move to departments

10:30-11:10 Group Time
 Songs
 Prayer
 (40 min.) Bible study
 Memory verse
 Bible pictures
 Conversation to relate the
 Bible lesson to life.

11:10-11:25 Recess, Refreshments, game if
 time.

11:25-11:55 Activities

11:55-12:00 Closing

Youth (Ages 12-16) Approximately

10:00-10:25 Worship Service for all youth
 and workers.

10:25-10:30 Move to departments

10:30-11:15 Bible study (45 min.)

11:15-11:30 Refreshments (15 min.)

11:30-12:00 Activities, Bible-learning
 projects (30 min.)

(These may have begun during
 the Bible study.)

The Worship Service

The Worship Service can be both educa-
tional and worshipful. It creates a spirit of
 togetherness and gives individual pupils the
 feeling of belonging to something big.

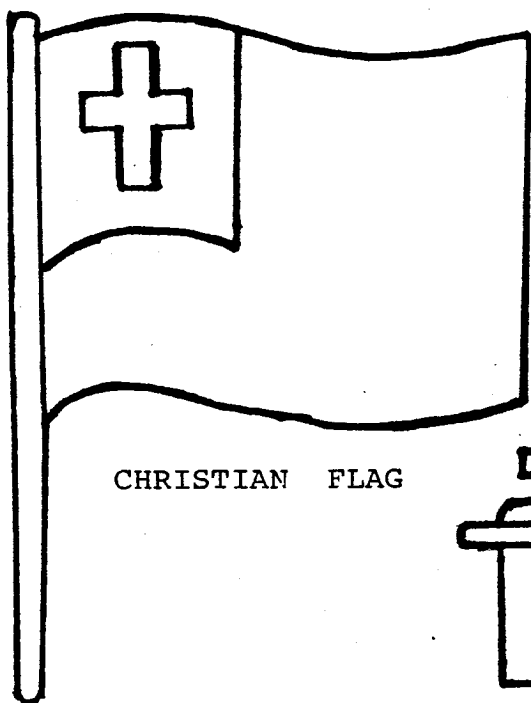
1. Before the School: Workers should see that somebody is on the church property at least 30 minutes prior to beginning time. When children become enthusiastic, they may arrive quite early. They should remain outdoors unless the weather is bad.

2. The Processional: A hymn with lively tempo or a march should be used. Children should form a queue outdoors with the pre-school department in front, followed by younger children, older children, and youth. Workers will be interspersed among the children with the age-group they will teach.

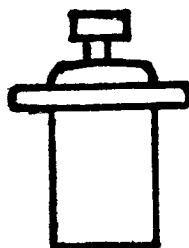
Substitution

Preschool children may be a part of the Worship Service. This adds to the "togetherness" atmosphere. However, for better teaching it is desirable that three-year-olds always go directly to their department. Four-year-olds and five-year-olds may go directly to their department or leave the Worship Service after the pledge to the Bible.

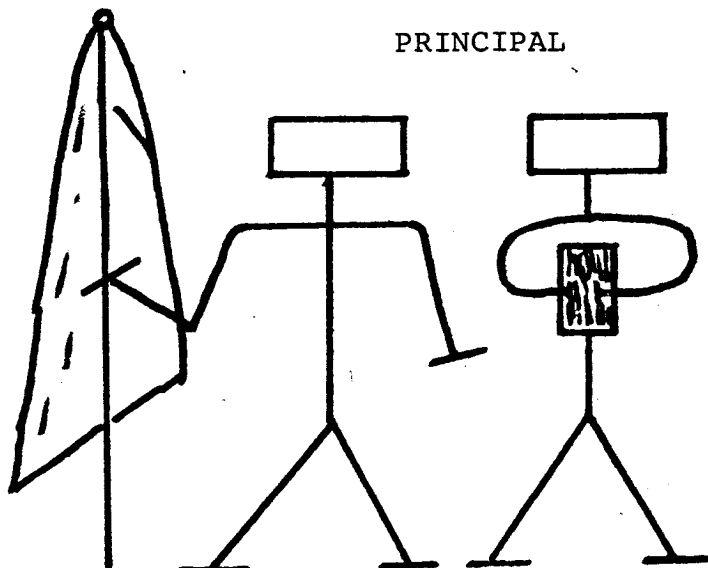
Care must be taken by preschool workers to see that sufficient teaching plans are



CHRISTIAN FLAG



PRINCIPAL



FLAG BEARER

BIBLE BEARER

are prepared to cover this additional 30 minutes.

The march into the building should be led by two children carrying the Christian flag and the Bible. Workers must pre-arrange seating for each department. After the first day or two the children easily find their places.

When the flag bearer and the Bible bearer reach the front of the Sanctuary, they should turn and face the procession, one on each side of the principal. All remain standing.

3. Call to Worship A short passage of Scripture should be used. It may be a verse or two from Psalms calling the group to prayer and praise or a missionary verse, such as the Great Commission. This should fit in with the general theme of the Worship Service. The Principal will say,

What is our Call to Worship?
The School responds, by quoting the chosen verse and giving the reference.

Example: "I was glad when they said unto me,
Let us go into the house of the Lord."Ps.122:1.

4. The Pledge To The Christian Flag Children enjoy marching behind the Christian flag. They want to take turns carrying it. This is the principal's responsibility to see that some one is assigned each day. The principal will lead in the pledge to the flag as follows:

Principal: Attention: (Stand straight, with hands down.)

Salute: (Place the right hand over the heart.)

Pledge: (School quotes together the following:)

I pledge allegiance to the Christian flag, and to the Saviour for whose kingdom it stands, one brotherhood, uniting all Christians in service and love.

5. Hymn A hymn such as "Onward Christian Soldiers" or "Fling out the Banner" should be sung. One verse is sufficient for a one week school. The words to the songs may be projected on a screen or a poster could be used. After a few days the children will be able to sing without the visual aids.

6. The Pledge To The Bible Follow the same procedures as with the flag.

Principal: Attention! Salute! Pledge!

I pledge allegiance to the Bible, God's Holy Word, and will make it a lamp unto my feet, a light unto my path and will hide its words in my heart that I may not sin against God.

7. Hymn The pledge to the Bible should be followed by a hymn such as "Holy Bible, Book Divine" or "The Bible is a Treasure Book"

8. Sit-Down-Chord The musician can play chords that resemble the sound, "Listen, Sit-Down." The children learn quickly to follow the instruction of the instrument.

Sit-Down-Chord

MARY BETH LASSETTER



The flag bearer places the flag in the holder; the Bible bearer places the Bible on the table. Both children sit on the first pew.

9. Quiet Music A hymn such as "More Love To Thee, O Christ" may be played, or if the theme of the Worship Service centers on the home, "God, Give Us Christian Homes" may be used.

10. Scripture Passage The principal will ask the school to quote the Scripture passage and give the reference. Several verses fitting the theme may be used. 1 John 4:7-9 might be used with the theme of the home.

By the end of the week the children will be able to quote the verses by memory. They should be challenged to learn the passage well.

1. Hymn Anthem An arrangement of a simple hymn such as "For the Beauty of the Earth" or "Fairest Lord Jesus" should follow the Scripture passage.

Harmony may be taught to the youth or older children to give a beautiful effect.

Singing is a vital part of worship. Children usually learn the music and the words much more quickly than their teachers. Therefore, it is important that the song leader, pianist, and teachers learn the songs as they are written. Also, they must sing joyously; for the children will pick up their attitudes as well as their mistakes.

12. Prayer Period This is time when the school prays together. The first day may be led by the principal or a teacher, but by the close of the school it is desirable that a number of the children will participate in the prayer. Requests and special missionary needs may be remembered at this time.

Prayer in the school should be kept simple, to the point, and brief in recognition of the child's short interest span.

13. Prayer Song To conclude the prayer period the school will sing a prayer song, such as "Hear Our Prayer, O Lord" or "Teach

Us How To Pray" followed by singing "Amen". The prayer song gives everyone an opportunity to participate audibly in the prayer period.

14. Missionary/Character Story The principal should tell a true story emphasizing the life and works of a missionary or a person of outstanding Christian character.

On the last day of the school this period may be a decision time. Some of the older children or youth may be convicted of sin or may feel the Lord leading to rededication or commitment to full-time Christian service.

15. Offering The offering should be given to a special missionary cause varying from the Associational Extension Fund to Fellowship and Finance. Children are capable of understanding these needs if they are explained to them in simple terms. They should be told about the cause their offerings will support. The principal will choose children to serve as stewards each day.

16. Stand-Up-Chord

Listen--STAND-UP



17. Hymn of Dedication "I Have Decided To Follow Jesus" or some similar song will be effective.

18. The Recessional The children move to their departments.

19. General Suggestions for the Worship Service:

Teachers sitting among the children should quickly help with any problems that develop so that the principal can continue the service without interruption.

Short meaningful hymns should be used. Never underestimate the ability of children.

Give them a chance in HBS to advance beyond the choruses normally used in Sunday School.

The same pattern of the Worship Service can easily be repeated year after year. The children need to be challenged with new hymns, new Scriptures, and new stories. Enough routine should be used to give a feeling of familiarity; enough child participation should be offered to have a relaxed, genuine experience of worship.

Department Time

1. The department secretary will enrol new children each day and tick attendance.
2. Plan each days work in detail. If you do not have time to do all you plan, it is far better than having "time" without plans. The department director should make someone responsible for every task.
3. Use the teaching materials provided by your church. These age-graded materials will contain suggestions for each day's lesson.

Refreshments and Recess

1. Children need a change of pace, a breath of fresh air, light refreshments, a trip to the toilet, and a chance to relax if they are to be alert for the second half of the daily session.

2. The Schedule for serving refreshments, for playground time, and for toilet time will need to be determined by each church. Following a schedule will avoid crowding. Playground space may need to be assigned to departments if space is limited.

3. Refreshment time in HBS is a delightful time.

A Refreshment Committee may be enlisted to be responsible for securing and preparing refreshments. Each day a department worker should notify those who are serving the number of children and workers present. A serving schedule should be developed and closely followed. This schedule will allow the Refreshment Committee time to prepare and count the refreshments for each department. A prayer of thanksgiving should

always be expressed before the refreshments are served.

4. Various kinds of refreshments are appropriate for use in HBS. Usually expensive, time-consuming refreshments are out of place. The most common refreshments used by Bible schools have been fruit-flavoured drinks and one or two biscuits per person. The drinks are often made from liquid concentrate. On a special day such as Preparation Day or the final day a special treat is in order but not necessary.

If a church holds an HBS in the winter, a cup of soup and a piece of bread are quite suitable.

5. The cost of refreshments may be reduced by asking church members to bake biscuits or make soup or donate cool drinks.

The Decision Service

The final mission story period of the Worship Service should be used for a Decision Service. After several days of intensive Bible study, older children and youth will be feeling the convicting power of the Holy

Spirit. Some of these will be ready to make a decision. It is in order to give an invitation both in the Worship Service and the departments. Some of the decisions will be first time commitments to Christ; some youth may feel a call to full-time Christian service. The principal and the teachers will need to be carefully and prayerfully prepared for this service.

Family Time

1. Family Time may be held on the weekend following the close of the Holiday Bible School.

Sunday night at regular worship service time is a satisfactory time, although some schools choose Friday or Saturday night. Some churches find it beneficial to use the regular Sunday School hour.

2. Processional and Worship Service

Follow the procedure used each day during the HBS. If the building is large enough, the children should sit at the places used each morning. The pews may be roped off with crepe paper strips to keep parents

and visitors from taking the children's places. If the building is small, the children may be put on the stage to allow room for the adults. If a change in routine is made, the children should be rehearsed on Friday morning to avoid confusion.

The story told by the principal each morning should be omitted. He may state something about the nature of the period and move on through the service.

3. Department Presentations

Each department should present a brief demonstration of what has been learned. It may be songs, plays, or Scripture memorization. Be creative!

Five minutes is sufficient time for younger children and no more than ten minutes for youth. These demonstrations should be a natural outgrowth of the week's study. Plans should be made early in the week.

4. Pastor's Time: The pastor may want a short time to greet the parents and visitors. A five minute message with an appeal for commitment from parents may prove to be fruitful.

5. Parents' Visit To The Departments

(1) The children's work has been kept each day. Workers should see that names are on all items. Decorate the department rooms with the teaching aids: posters, maps, and the children's work.

After parents have had sufficient time to visit all of the departments, workers should give the children their work. Some churches find that it is more suitable to have parents view the department work an hour ahead of the programme.

(2) A certificate of Holiday Bible School attendance may be presented to each child. If the school is large in number, it is better to place the certificates with each child's work in the department.

6. Tea Time

An informal period will give the workers an opportunity to become acquainted with the families of the children.

ENJOY FELLOWSHIP WITH PARENTS AND FRIENDS.

CHAPTER 6

FOLLOW-UP

After the Family Time services the Holiday Bible School is not finished. Follow-up is essential to conserve all the results possible.

Those who made decisions must be counseled, those who are unenlisted must be encouraged, and many other needs that have been discovered must be provided for as soon as possible.

Counsel For New Christians

The names and addresses of those who made first-time commitments to the Lord will be given to the pastor. His friendship and counsel to both the children and their parents is very important.

Also, the new converts can be directed into discipleship training so that they may grow and develop as Christians.

Counsel For Other Commitments

Many young people will hear the call of God to full-time Christian service through the Bible study and missionary emphasis presented in the Holiday Bible School. These need to be counseled by the pastor and perhaps other members of the staff regarding the particular commitment they have made. Advice regarding future academic education as well as development of the Christian life is in order.

Family Bible Hour/Sunday School Prospects

Prior to the beginning of Holiday Bible School, teachers and Sunday School children are often busy inviting unenlisted children to the HBS. Strong friendship are formed, and these are easily enroled in Sunday School. Some churches report that as many as 25% of the Sunday School children were first enroled in a Holiday Bible School.

Accurate records kept of those enroled provide addresses and telephone numbers. Effective visits can be prearranged by telephone calls. Even if children are

enroled in another Sunday School, it is courteous to follow-up with a visit. Youth who are enroled in other Sunday Schools sometimes request that they be called when extra youth activities are conducted.

Some churches may discover the need for a new department following a Holiday Bible School. Creché age children under four years are often brought by older sisters and brothers. Bible School workers catered to the need and formed a younger department. On Sunday morning these children followed through. Thus, the church must also provide for these children in Sunday School.

Cultivating Parents

An adult department or class may visit the homes of HBS children to minister to the parents. The parents may not be Christians or they may not be attending worship services or Bible study anywhere. These also become prospects for witnessing and enlistment. A special meeting arranged with the parents could prove to be valuable in enlistment of the whole family.

First-Time HBS Workers

All HBS workers should know that their labours are appreciated. A card of thanks and/or expressions of gratitude in the church bulletin are helpful.

Some workers have just experienced their first Holiday Bible School. Are they teaching in the Sunday School? Why not try to further utilize their talents? New talents are often discovered among HBS workers, and many of the workers will want to continue serving in some position in the church.

Storing Teaching Aids And Supplies

All curriculum materials, equipment, and supplies should be stored for future use. Some of the supplies may be used by the Sunday School, Creché or some other department of the church. The kind of materials and supplies used in HBS are not the throw away type; care should be taken to see that everything is used to its fullest value.

Reporting The Holiday Bible School

The Holiday Bible School secretary will promptly fill out Report Form 3, and copies

must be placed in the HBS file for future reference. A complete report should be given to the next member's meeting of the church. Also, a report should be filed with the Associational Holiday Bible School Committee chairman.

Evaluating The Holiday Bible School

An evaluation sheet may be drawn up and all the workers given an opportunity to evaluate the school. A summary of these sheets may be kept in the Holiday Bible School file and used the following year to help strengthen any weak areas.

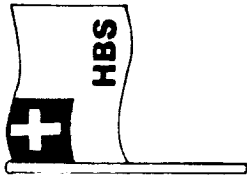
Follow-Up Projects

Children have an abundance of energy and even though workers are ready for a brief rest at the close of the school, most of the children are desirous to continue.

If a church does not have a weekday programme for children, this is an excellent time to start one. If a programme is already in progress, the time is ripe to enlist new children who were enroled in the Holiday Bible School.

Once the Holiday Bible School becomes established as an annual event in the programme of the church, the church and the community anticipate with joy the arrival time of HBS.

THE RESULTS OF HOLIDAY BIBLE SCHOOL ARE ETERNAL.



Holiday Bible School

_____ BAPTIST CHURCH



Award Certificate presented to:

_____ on _____ 19____

Dept. Supt.: _____

S.S. Supt.: _____

Teacher: _____

Pastor: _____

FLAG STAND

Materials

(Measurements are not critical, but may be approximate.)

2 pieces of wood 60cm x 6cm x 4cm
6 blocks of wood 10cm x 6cm x 4cm
1 block of wood 6cm x 6cm x 4cm
Screws or nails, glue

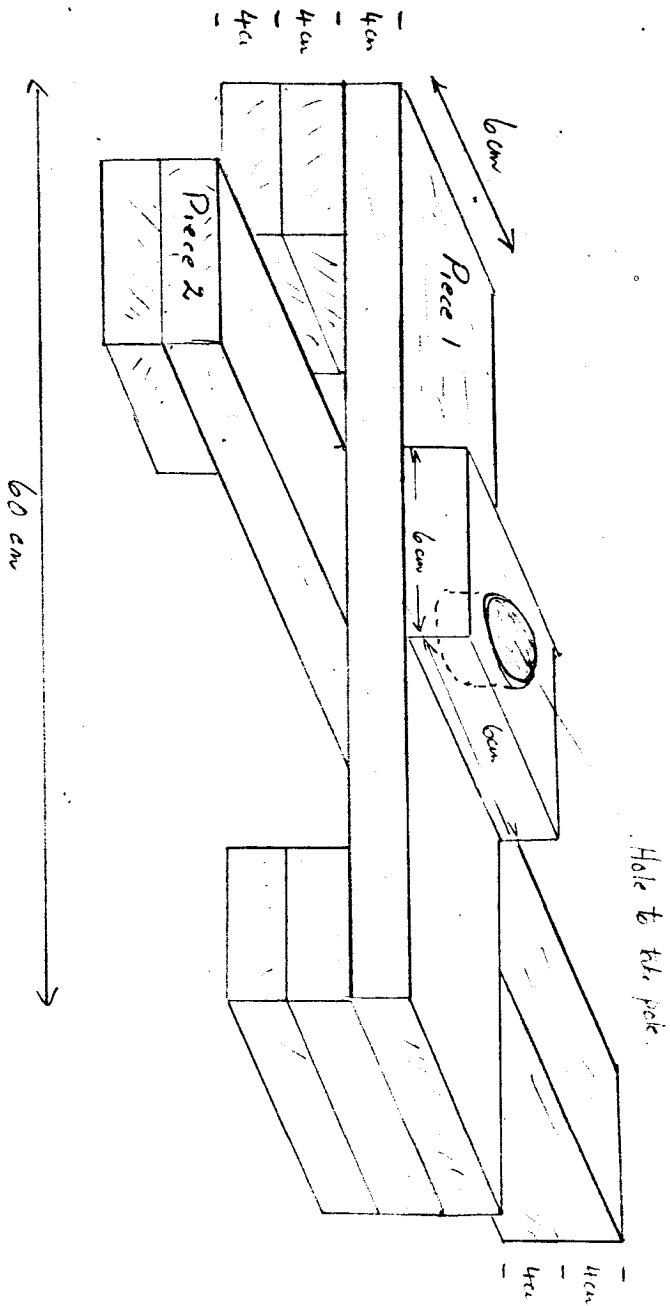
Method

1. Fasten (glue and screw or nail) two of the blocks at each end of the 60cm pieces (piece 1).
2. Fasten (glue and screw or nail) one block at each end of the other 60cm piece (piece 2).
3. Fasten the two pieces together at right angles, piece 1 over piece 2.
4. Bore a hole, of size to accept your flag-pole in a snug fit through the 6cm x 6cm x 4cm block.
5. Fasten (glue and screw or nail) the block centrally to piece 1, where the two pieces overlap.
6. Stain or paint to taste.

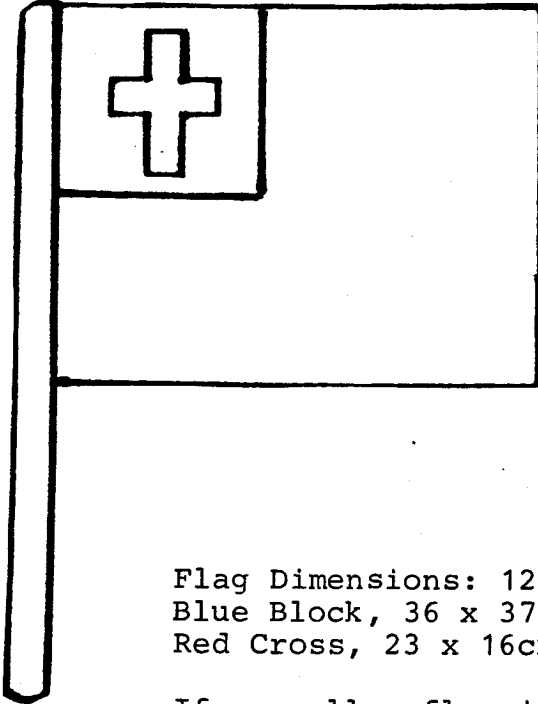
FLAG STAFF

A wooden pole may be secured at a timber place. (approximately 6½ feet)

FLAG STAND



THE CHRISTIAN FLAG



Flag Dimensions: 124x74cm;
Blue Block, 36 x 37 cm;
Red Cross, 23 x 16cm.

If a smaller flag is desired,
dimensions may be proportion-
ately deducted.

The Interpretation: The meaning of the
flag should be explained to the children:
the white, a symbol of purity and cleanli-
ness from sin; the blue, for royalty,
Jesus the King; the cross, Jesus death on
the cross

