



Holiday Club 2026

23rd-27th August

Team Guide



CHRIST CHURCH
ABINGDON

Welcome

Thanks for volunteering to be involved in this year's Holiday Club. We are looking forward to a great week ahead.

This book is full of top tips for being part of the Holiday Club team. It also contains vital information about the theme across the week, the teaching and the activities.

Please read through this booklet, even if you have helped before. You will also need to watch the training videos.

As a Core Team we have been praying for you all, specifically that God would bless you and bless others through you. If you have any issues during the week, do not hesitate to come and chat to one of the team.

Blessings,
Heather Hughes & Shannon McCairns



Who, what, why, where, when?

Who?

Holiday Club is run by Christ Church and is for children aged between 5 and 11.



What?

There are usually around 130 children who attend Holiday Club. The children take part in singing, activities, crafts, games, discussion and prayer. They also watch dramas and puppets and listen to Bible stories. The week is a lot of fun for all involved and we get a chance to hear and think about God.

Why?

We do this week because it's a fabulous opportunity for children to spend some time with Jesus and have fun as well!

Some of our children don't often go to church and will have learnt about Jesus only through school. They will have learnt about him, but may not have met him personally or know how much he loves them. For them this is an opportunity to create a happy memory of church so that as they grow older their concept of church is a good one, with friendly, welcoming people. Other children will go to a Church regularly and may want to know Jesus better. Four mornings of Holiday Club can give all these children opportunities to think and ask questions of us and of God that can see their relationship with Jesus grow. We want all of the children to know how much Jesus loves them.

Where?

The Holiday Club is on the Northcourt Road site.

The Café will also be open all week and Food Bank will be running from the Corner Suite on Tuesday so there will be other people onsite.

When?

23rd-27th Aug with a celebration on Sun 22nd August on both sites. Setup day is Saturday 21st.

Who's who?

There are lots of people on team, so we can't list everyone, but here are some key names that might be helpful to you...

Holiday Club Core Team

Upfront Team:	Heather Hughes
Admin:	Sarah Smith & Tania Beale
1 st Aid:	Sarah Smith & Karen Brombley
Tech:	Mark Jarvis
Worship:	Kat Buckley
Youth Events:	Abi Pike & Mark Jarvis
Pastoral Support:	Karen Brombley

For the age group teams see overleaf...



Heather Hughes



Shannon McCairns

Age Groups



Crèche: Superstars

Venue: Lounge

Core Team: Anna House



Rising 5s & Reception: Agents

Venue: Main Hall

*Core Team: Elisabeth Williams, Jill Ward
& Shannon McCairns*



Year 1 & 2: Defenders

Venue: Barn

*Core Team: Esther Peck, Kenzie Barber
& Rosie Marshall*



Year 3 & 4: Guardians

Venue: XL Tent on field

*Core Team: Becca Callard, Emily Marshall
& Mercy Ffrench*



Year 5 & 6: Legends

Venue: L Tent on field

*Core Team: Emily Fytche, Isaac Buckle
& Nicki Blyth*

Before, during and afterwards

Events during the week

Sunday	All-Age Celebration Services, 10:30am, at Northcourt Road and 10am Long Furlong
Mon & Tue	Youth activities
Wednesday	Family Party, 5:30pm-8pm (Youth access from 4:30)
Thursday	Team Quiz & Chips

Other events

If you enjoy the week and want to get involved in Christ Church children's or youth groups regularly then chat to Heather or Shannon, we would love to have you on-board.

Wednesday

Children and their families will be invited back for a party on Wednesday night (5:30 – 8pm). Please pray for this contact with wider families and take the opportunity to introduce yourselves to them. This is a night off for you and we would love for you to come and enjoy yourself but please remember that as a team member you are still representing the church. Plans will be finalised during the week.

Health

On site we have lots of children & leaders. If you have been ill the week before Holiday Club, or are ill during the week, we would ask you to stay at home to avoid infecting others. For stomach bugs you need to be clear of symptoms for 48 hours before you can return.

Please contact Heather (07971 064202) or the Church Office (01235 539172) and speak to a member of staff or leave a message if you are unable to attend and get well soon!

Memory Verse

'The Lord protects and defends me;
I trust in him, and he helps me.'
(Psalm 28 v 7)

Theme

During the week we will be looking at some Heroes in the Bible

Monday	A Hero needs...Courage David & Goliath (1 Samuel 17)
Tuesday	A Hero needs...Strength Gideon (Judges 6:11-16, 7:1-22)
Weds	A Hero needs...Faith Daniel & the Lions (Daniel 6:1-24)
Thursday	A Hero needs...A Mission Esther

Daily Timetable

08:45	Team Worship
09:00	Team Briefing & Prayer
09:30 - 09:45	Children arrive in age group venues
09:45 - 10:30	Main Session (Welcome, Puppets, Worship, Story, Drama)
10:30 - 12:30	Age Groups (Activity, Talk, Small Group Chat, Craft, Games)
12:30	Children Collected
12:45	Team debriefs & clear up

Guide...

In order to help the Holiday Club run as smoothly as possible, here are some expectations we have of leaders (both under 18s and over 18s!). It is also important that you thoroughly read through the Safeguarding Guidelines at the back of this booklet.

Arrival

On arrival come into the main church building ready for team meeting. Hot drinks will be available from 08:30-08:45. If you have children with you then bring them into the church and keep them with you. You might need to bring something to entertain them. The crèche will open at 9am for under 5s..

Children's Arrival

When the children arrive they will go to their age group, be registered and find their group. Make sure the children are occupied with something to do. You will be provided with activities for them. On day 1 they will get their badge outside at registration. On days 2-4 they will receive their badge in their group. Everyone must wear a badge at all times.

Main Session

After 15min you will head to church. During the main session please stay with your group unless you are involved in the band or drama. Be enthusiastic and join in the actions as much as you can and the group will join in with you. You might need to kneel rather than stand to aid visibility. Please don't shout out and discourage the children from doing so.

If a child needs the toilet during the session then encourage them to wait until an appropriate moment if possible. If not then send a teenager with them to the back of church. Someone will then escort them to the toilet.

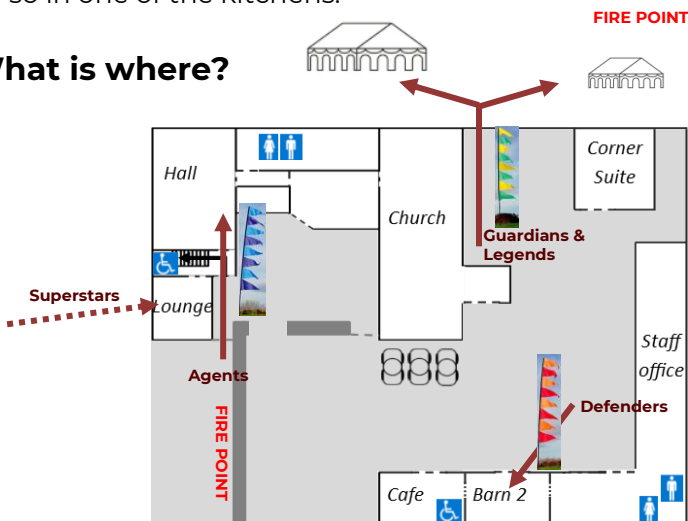
Group Times

During group times you will be given discussion material and activities to do with your group. Encourage your group to join in but don't force anyone to say anything if they don't want to. Sometimes you may be desperate to answer the questions yourselves, or whisper the answer into someone's ear, but please leave it to a child to answer it in their own way!

Refreshments

Refreshments will be available during age group times. Please encourage children to take a break and have a drink, especially when doing games. Children may bring a water bottle with them and use it during the morning. If the bottle needs refilling then do so in one of the kitchens.

What is where?



Leaving

Children will be collected from their age group venues. It is important for them to be collected in a safe manner so you need to keep a close eye on the children, the registers and the exits.

At the end of the day we will be de-briefing in teams. If you really can't stay for the debrief then please make sure your Core Team Leader knows that you are leaving. Holiday Club Team members should not leave site during the morning while the children are here without the permission of a Core Team Leader.

What we believe

At the end of the Child Protection Guidelines there is a statement about what we believe. Whilst we are happy for you to be part of the team even if you don't believe this for yourself, we do ask that you uphold this statement in all that you do. If you don't feel comfortable in the Bible discussions or prayer time then ask another leader to take the lead and remain with the group.

What do I wear?!

Team Uniform

At Holiday Club all of the team will be wearing the Team T-Shirt and a Christ Church lanyard.

Many of you already own a team t-shirt (this is the regular t-shirts we wear each week for kids work at Northcourt Road). There will be lots of spare t-shirts available on setup day and Day 1.

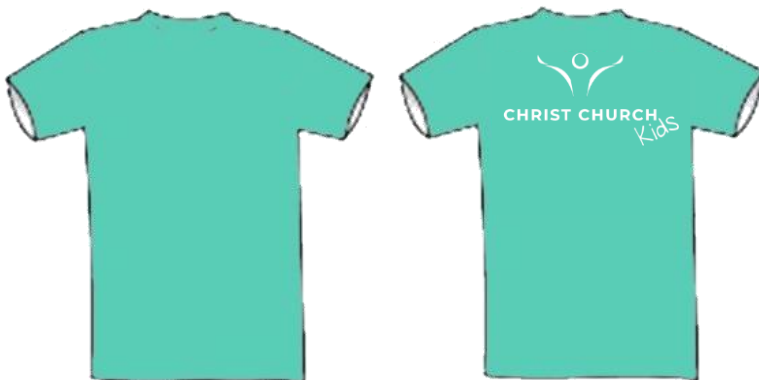
This year we will also be wearing capes! The colour you have is dependent on the colour group you are in. For those not in colour groups and not on Core Team you will be wearing Green. Please return these at the end of the week for future use.

On the bottom half you may wear trousers, shorts or a skirt. Please remember that you will be working with children and sitting on the floor so you'll need to dress appropriately.

Dress Up Day

On Wednesday we will be having dress up day! You are welcome to come dressed in a Heroes-themed costume and are welcome to wear your outfit for the whole day (including the party!). Please remember when picking your outfit that it needs to be suitable for wearing in front of children and should not be too tight or revealing.

It is not compulsory to dress up if you don't want to.



Additional Needs Team (ANTs!)

The Additional Needs Team is the team of people who help to facilitate the best experience of Holiday Club for those children with Additional Needs.

Children with Additional Needs may be:

- Children with a learning, physical or sensory impairment
- Children with attention or behavioural difficulties
- Children who are in care
- Children who struggle with English (maybe because it is not their first language)

We want everyone with an Additional Need to be fully integrated into the programme so you may have one of these children in your group. As a team we are here to support you and to make sure you are equipped to help the child. In some cases we will assign a one- to-one to your group.

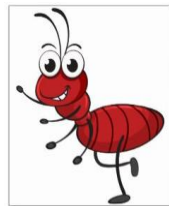
This is our vision for Holiday Club:

- Sharing God's love and acceptance through the way we welcome and care for the children
- Including children in the main sessions, in teaching, prayer and worship
- Making all learning accessible or finding alternatives which teach the same aim
- Helping children to have a positive experience

We will talk to you about any specific children in your group before they arrive. Please come and chat to us if you have any questions or need help in any way.

There are several children coming this year who are from Ukraine or are Asylum-seekers or Refugees. You may need the support of the ANTs team for these children because of language barriers or trauma. We are not always aware of who these children are so please do speak up if you need help.

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Small Group Time

Please read the Bible passage in advance so you are familiar with the story & make sure your activities aren't disturbing other small groups in the vicinity.

With younger children you could summarise the story instead reading the entire passage or find a children's Bible or story book, but keep an open Bible in your hand or nearby so they connect the story with the Bible. Older children could read the passage themselves, but don't force anyone to read.

- Spend some time going over the story
- Ensure your ideas fit the aims of the day as per the teaching outline
- Have some kind of response time

Tips for small group time:

- Make full use of the teenage helpers, just make sure the teenager knows what is expected of them.
- Plan your session so you can keep your eye on the time and not miss any important elements out, especially the response time.
- Don't worry if things don't go to plan! It's not always easy to guess how children will react to your plans. Try to have a backup plan (alternate activity, quick game...) in case something really isn't working. Don't be afraid to impose a level of discipline - move the child to a different place in the room, or use an assistant to help a child focus.
- Try to find out if the children in your group go to a church regularly – it will help you as you speak to them during the week (and we'd love to know!).

If you have extra time at the end you can do more work in the activity book, continue with decorating activities, write jokes or draw pictures for the joke box in church, encourage children to visit the prayer shack (accompanied). Please avoid spending small group time playing games like Ninja or Splat as it distracts the other groups.

Leading a Child to Christ

During the week we are looking at the Gospel message and at some point during the week we may offer the children the opportunity to consider choosing to follow him. For some this might be something new, for others a deepening of their walk with Jesus. We do not have a specific session on Jesus dying for our sins but feel free to let it come up in your conversations if appropriate!

It is important we don't put pressure on the children to respond. A small group session may give them the opportunity to consider where they are with Jesus – maybe just looking, wanting to know more, wanting to follow or already following him. Any of these responses are welcome and valid – we'd much rather they gave honest answers than give a reply they think we want just to please us.

This is God's work - trust him to work it out in their lives!

Most of this will happen in the main session but it may be that a child talks to you about wanting to make a commitment. If it is appropriate, here is a prayer they could use to express their belief in Jesus & desire to follow him. Remind them that we don't have to do anything to follow Jesus, he offers it to us freely.

Dear Lord Jesus

Thank you that you died on the cross for me so that I could be forgiven.

I am sorry for the things I have done wrong. Please forgive me. Please come and be in my life and live with me forever.

Amen

Please do feed back stories to your Core Team leader, either privately or, if appropriate, in the de- brief session maintaining the child's confidentiality.



Praying with Children

Below are some ideas to help you if a child asks for prayer. Children may want to pray about deep stuff or their pet rabbit – treat every request with equal seriousness – we want to encourage their communication with God! Be aware that lots of the children at Holiday Club are from a non-church background and may be unfamiliar to prayer.

This isn't a formula or about saying the magic words, it's about getting our hearts & attitudes and methods right so what we do helps not hinders.

1. Make yourself visible to other Adult leaders and, if possible, have a second adult with you.
2. Be aware of your body position & leave room for the child to leave if they want to.
3. Make sure you know their name.
4. Don't assume you know what they need prayer for. Spend as much time as you need to understand the problem. No more though. We're not counselling but getting enough info to take it to God well.
5. Children usually find it easier to sit for prayer. Suggest they shut their eyes and, if they want, have their hands open ready to receive from God.
6. Explain what you are going to do and make sure they are comfortable.
7. Pray out loud. Keep it short and simple. Let God do the talking.
8. Keep your eyes open so you can see how the child is doing.
9. Remember we pray expecting God to answer.
10. Wait and watch and pray silently for the child.
11. Listen to the Holy Spirit and check in with the child when you feel you should. Ask open questions: What is God doing? How do you feel?
12. Children may want to go back to listening and receiving. Ask if they want you to stay. Be aware of your responsibilities to the rest of your group and, if necessary, arrange cover.

FIRE SAFETY PROCEDURES

If you discover a fire, you SHOULD:

- ✓ Remain calm
- ✓ Raise the alarm (by operating the nearest break glass call point or by shouting 'fire')
- ✓ Exit the building
- ✓ Call the fire brigade and state location (unless someone else already has)

(Christ Church, Northcourt Rd, Abingdon, OX14 1PL)



When the alarm is raised, you SHOULD:

- ✓ Remain calm
- ✓ Exit the building & help any children and visitors on the premises to evacuate
- ✓ Take the register if you have it
- ✓ Assemble at the designated area (outside the lounge)
- ✓ Listen carefully to any instructions given
- ✓ Register your group
- ✓ Ensure that any person not accounted for is immediately reported to the fire brigade
- ✓ STAY OUT!

You SHOULD NOT:

- ✗ Panic
- ✗ Stop to collect valuables or possessions
- ✗ Go to first aid to collect any children from your group
- ✗ Open a door where you can see smoke coming through - unless that is the only means of escape
- ✗ Fight the fire yourself unless trained to do so
- ✗ Attempt to re-enter the building until told to do so by the fire brigade

SAFEGUARDING

The following section of the booklet gives advice for behaviour management and some top tips regarding Safeguarding . Please make sure you take the time to read the following pages and the Safeguarding policy document as it is all very important.

Please take the time to read it carefully to ensure the safety of yourself and others. Thank you.

Behaviour Management Policy

The Oxford Diocese has outlined the following guidelines for good behaviour from children at church-based activities:

- I will respect and take care of others and not hurt or frighten anyone.
- I will be polite to all I meet.
- I will listen to and try to understand others' opinions.
- I will behave in a way that allows all to enjoy the group or activity.
- I will be quiet when asked to by the activity leaders.
- I will report any bullying to the activity leaders.
- I will take care of things that belong to the parish and others.

Christ Church Abingdon aims to apply behaviour management guidance that encourages children to follow these. We also aim to facilitate leaders and helpers to respond consistently towards challenging behaviour and in a way that keeps with the safeguarding guidelines.

We also recognise that some children require additional support for challenging behaviour or special educational needs, and we aim to ensure that these needs are met and that the children and families feel supported and included.

Dealing with difficult behaviour Top Tips

You may have a group of children at Holiday Club that are easy to get on with and are very compliant, but you may get one or two children in your group who you find more difficult to manage. Don't panic! You are part of a team and there are lots of people around to help and support you.



Top tips to prevent difficult behaviour

- ◆ Make sure you know each child's name & greet them with a smile
- ◆ Give each child in your group the same amount of attention
- ◆ Explain what is going to happen in the session & alert them if there will be changes to the routine
- ◆ Encourage each child when they are doing well or behaving well
- ◆ Have back-up activities for children who finish quickly
- ◆ Invite children to contribute to a discussion or read out-loud, but don't force them. Encourage everyone that we want to know their answers.
- ◆ Join in yourself with activities and be enthusiastic!

Top tips to deal with difficult behaviour

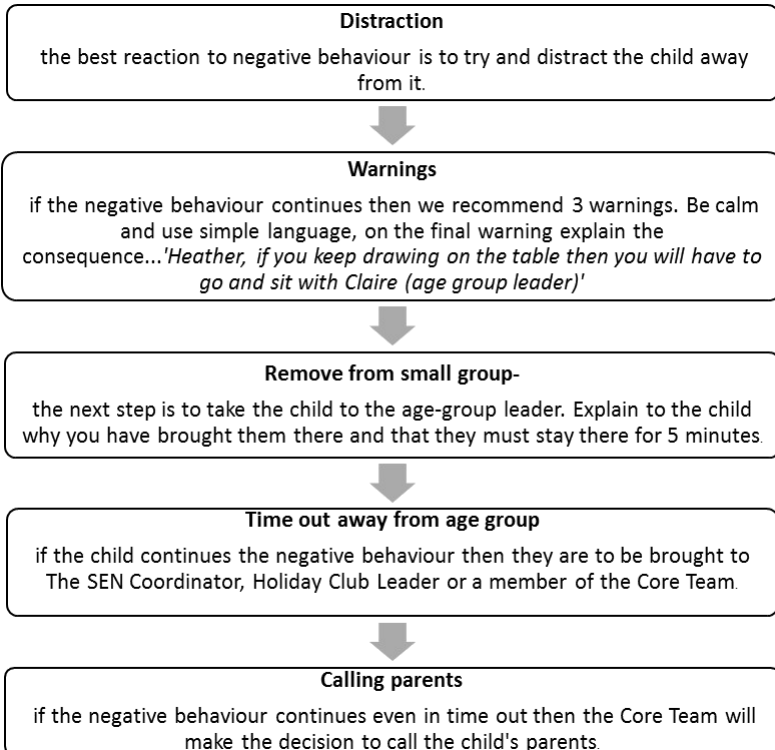
- ◆ Don't simply ignore it
- ◆ Think about whether there is an obvious reason why they are behaving that way that can be quickly rectified (e.g. they are bored, they don't know what they are supposed to be doing, or they are overwhelmed and need 5mins out)
- ◆ Use a calm voice, try not to shout
- ◆ Don't threaten punishment, but rather offer options for the child to make the right choice
- ◆ Ask for help from a fellow leader
- ◆ Watch that your body language isn't threatening and that you are not backing the child into a corner
- ◆ If you feel that you are getting angry or upset with the child, step back from the situation and ask another leader to step in
- ◆ Do not approach the parent to discuss the issue, but speak to a Core Team Leader if you feel it needs further discussion
- ◆ If there are 2 children not getting along ask a more senior leader to observe the situation and see if one of them needs to move groups
- ◆ If a child really does need some time out then let your colour group leader know that you are taking them to first aid to have a glass of water and calm down. Do not take them somewhere where you are alone with them.
- ◆ Pray
- ◆ If a child is being violent towards yourself or another child seek the assistance of a Core Team Leader immediately

Managing Challenging Behaviour

At Holiday Club we have 3 simple rules:

- *Do not hurt other people*
- *Take care of the things around you*
- *Don't distract others*

When encouraging good behaviour in children, consistency is key and it is important that all leaders and helpers follow the same guidelines for managing challenging behaviour.



The exception to this process is if a child is physically aggressive towards another child or a leader. In this case the child should immediately be removed from the small group and taken to the age group leader.

If a child in your small group has any additional behavioural needs then the Additional Needs Team Coordinator will speak to you on the set-up day as the behaviour management process is likely to be different.

Safeguarding Top 10 Tips!



Please thoroughly read the policy document (ask Heather for a copy if you don't have one), but here are some top tips for keeping yourself and the children safe. They can all be found on your safeguarding keyring on your lanyard.

Remember every child is precious to God.

Please read the full Safeguarding Guidelines.

- Privacy:** Give children privacy when they are toileting. Leaders use the disabled toilet.
- Accountability:** Never be alone with a child and never leave someone else in that situation.
- Integrity:** Would I do or say this if the parent was watching?
- Responsibility:** If you are concerned or suspect abuse speak up.
- Safety:** Know where your exits are.
Keep accurate registers and always have them with you.



THE GOSPEL WE TEACH

The Gospel we teach at Christ Church is set out in the Creeds which we say together in our services as a statement of our belief. The Creed is a statement of our faith and our belief as a foundation for teaching children and young people at Christ Church. The following version is called the Apostles' Creed from "Common Worship":

I believe in God, the Father Almighty,
Creator of heaven and earth.
I believe in Jesus Christ, his only Son, our Lord,
Who was conceived by the Holy Spirit,
Born of the Virgin Mary, Suffered under Pontius Pilate,
Was crucified, died and was buried;
He descended to the dead.
On the third day he rose again; He ascended into heaven,
He is seated at the right hand of the Father,
And he will come to judge the living and the dead.
I believe in the Holy Spirit,
And holy catholic Church,
The forgiveness of sins,
The resurrection of the body,
And the life everlasting.
Amen.