

The team at Child Evangelism Fellowship® is looking forward to working with you and your church to present a Party Club!

Let's pray together that many children will participate in this Party Club and that they will be touched by the Gospel!

Here is a list of the tasks involved:



## Your responsibilities

- 🎉 Invite children from your church and community
- 🎉 **Be ready to greet the CEF® team one hour before the party begins**
- 🎉 Ensure the safety of the children
- 🎉 **Take attendance as the children arrive**
- 🎉 Lead the opening of the party: Present the team and pray
- 🎉 **Provide a snack**

## The responsibilities of CEF

- 🎉 Send you a PowerPoint announcement and invitations to print
- 🎉 **Prepare and bring all the necessary materials for the party**
- 🎉 Present and lead the different parts of the party (songs, verse, Bible lesson, games and crafts)
- 🎉 **Send you a copy of the registration forms after the party**

See the following pages for more details.



**CEF**  
CHILD EVANGELISM  
FELLOWSHIP®

Here are the instructions to follow so your Party Club runs smoothly!

## Invite the children from your church and your community

We will send you a **Powerpoint slide** to present at your church to announce the party. It's a good idea to **to make an enthusiastic announcement** a few Sundays before the party to encourage children to come and invite their friends, neighbours and other family members who do not often have the opportunity to hear the Gospel message. **It is also a good idea to encourage parents to bring their children on time** so that the children do not miss any part of the program that has been designed especially for them. The *CEF* team will be ready to welcome the children and play a game with them as they arrive.

We will also send you the **invitation-registration form and an announcement poster, both in digital format**. You can print them yourself, or ask us to print them for you. We are willing to offer you this service free of charge, provided that you commit to distributing these invitations in your community. After the party, the *CEF* team will leave with the completed registration forms, but will send you a digital copy afterwards.

## Welcoming the CEF team

We appreciate it if you can **set up the chairs and a table in front before the CEF team arrives**. They will arrive **between 30 minutes and one hour before the party starts** to work with you to finish preparing the venue and to set up the equipment.

### An ideal space would have:

- 🎉 A table available at the front for the teaching material
- 🎉 A white wall or a large screen for projecting PowerPoint and video
- 🎉 Chairs for the children
- 🎉 Tables for crafts
- 🎉 An open space for active games

## Ensure the safety of the children

You will need to prepare a safe place for the party, and recruit **a minimum of one helper for every ten children**. These people will need to sit with the children and help with discipline. If you have difficulty finding enough helpers, please let us know.

## Take attendance as the children arrive

You will need to have **at least one person responsible for welcoming and registering the children.** The children will need a registration form (back of the printed invitation) completed and signed by their parents. It can be filled out on site if necessary.

The person responsible for registration also must fill out **the attendance sheet.** They will need to write down the names of the children and adults present at the party. Parents will have to sign this sheet when their child arrives. This procedure is part of our child protection policy. This sheet will also be kept by CEF, but a digital copy will be sent to the church afterwards.

## Opening: Present the team and pray

You will be responsible for the opening of the party by **saying a word of welcome to the children, presenting the CEF team and praying.** Our team will then take care of presenting and leading the different parts of the party (songs, verse, Bible lesson, games and crafts).

## Provide a snack

You are responsible for providing a simple snack for the children. This snack will be served around the middle of the party (after the games).

### **This activity is completely free!**

However, if it is possible for you, a donation would be greatly appreciated as it would help us cover the expenses for the party and help support our workers.

Don't hesitate  
to contact  
us with any  
questions!

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