

Using this manual

Welcome to the ALF Year of Outreach manual.

Please don't look at the number of pages in this manual and panic.

You do not need to read and digest every page! Only use and adapt that which is relevant to your situation.

To help you, you will see that following the introduction to Arise Ministries and the ALF Year of Outreach, this manual is divided into four colour-coded 'sections'. We have divided the manual into these colour coded sections to make it easier for you to decide which parts of the manual you need to will refer to and when.

The four sections:

(Please note: The comment preceded by ! is our recommendation of when to use these sections.)

Starting out

! BEFORE YOU START

The green section contains a range of information that will help you to get focused before you start. It will also help you to create and adapt an outreach club that will enable you to get the most out of your Year of Outreach. Look at this before you do anything else!

Running an effective outreach

! AS REQUIRED

The blue section contains notes that will enable you to run an effective outreach through your club. We have attempted to provide information on the issues that you are most likely to need help with. Plan in time to look at and discuss these 'information sheets'.

ALF Special Events

! IN PREPARATION FOR EACH ALF SPECIAL EVENT

The red section contains the information that will help you to run enjoyable and engaging 'ALF Special Events'. Here there is advice on how the children can celebrate what they have discovered/have been doing and how this can be shared with their family and friends. Use these notes at the relevant times throughout your outreach.

Running your outreach in a school

! AS APPROPRIATE

The yellow section includes guidance on things to consider if you choose to run your outreach in a school. This section should be read in conjunction with the other sections in this manual, as is appropriate.

The ALF Year of Outreach

A Christ-centred, child focused programme designed to equip and enable your church to pioneer outreach amongst children aged 7-11.

Arise Ministries is passionate about 'equipping the church to reach a generation', so that together even more children can be reached for Christ. This God-given passion has led to an exciting blend of energy and experience resulting in the 'ALF Year of Outreach'. This pioneering, flexible programme and approach is practical and action-packed, enabling you to engage your local church in the evangelism and discipleship of local children through an intentional Year of Outreach.

The ALF Year of Outreach includes material for forty sessions, which, bearing in mind breaks for seasonal hoildays, enables you to run a 'year of outreach'.

The Year of Outreach programme contains:



- **The 'ALF Year of Outreach' Manual**

A comprehensive manual full of practical material and advice regarding the 'Year of Outreach'. This manual will help you plan for the year and enable you to set up and run a club for children that will allow them to discover Jesus and become His followers. This manual focuses primarily upon how the outreach can be run within a church setting. However, it also contains a useful 'Support Materials' section containing information on how it can operate within schools.

Please take time to become familiar with this manual.



- **'ALF' (About Life & Faith)**

A discovery pack filled with fun and engaging materials that will help children to find out who Jesus is and have an opportunity to decide to follow him.

This includes:

- Teaching Guide.
- Resource Materials.
- DVD.

Please take time to become familiar with this pack.



- **'ALF 2'**

A discipleship pack again filled with exciting and interactive materials that will help children to take their first steps in Christian discipleship.

This includes:

- Teaching Guide.
- Resource Materials.
- DVDs.
- ALF Luke's Gospel.

Please take time to become familiar with this pack.

The ALF Year of Outreach wallplanner

To help you understand how to deliver the programme, we have included the Year of Outreach wallplanner (this can be found at the end of this manual). Below are some instructions on how it may be best used.

We recommend that you:

- Show the Year of Outreach wallplanner to all leaders and helpers at the start. This will help them to grasp how the programme fits together.
- Display it in an easy-to-see and reach location. This will help you to keep it easily updated.

SEQUENCE

Suggested order for the forty weeks of material, which makes up the Year of Outreach.

ALF

Covers sessions 2-12 of the Year of Outreach.



ALF 2

Covers sessions 14-21, 23-32 and 33-39 of the Year of Outreach.



PREPARATION

Notes included in this ALF Year of Outreach manual.

PLANNING

Use this space to fill in dates and times of meetings that you arrange for planning and reviewing your outreach. You may also include dates for training sessions/conferences, etc.

PREPARATION		PLANNING	
1	ALF Special Event 1	Launch Party	
2	ALF Who is God?	In the Beginning	
3	ALF Who is God?	In the Beginning	
4	ALF Who is God?	God's Invitation	
5	ALF Who is God?	God's Invitation	
6	ALF Who is Jesus?	Birth and Life of Jesus	
7	ALF Who is Jesus?	Birth and Life of Jesus	
8	ALF Who is Jesus?	Death and Resurrection of Jesus	
9	ALF Who is Jesus?	Death and Resurrection of Jesus	
10	ALF Who am I?	A new way to live	
11	ALF Who am I?	A new way to live	
12	ALF Who am I?	How can I respond to God's rescue plan?	
13	ALF Special Event 2	Prize for Purity	
14	ALF 2 Getting Started	Following Jesus	
15	ALF 2 Getting Started	Following Jesus	
16	ALF 2 Getting Started	The Bible	
17	ALF 2 Getting Started	The Bible	
18	ALF 2 Getting Started	Prayer	
19	ALF 2 Getting Started	Prayer	
20	ALF 2 Getting Started	The Church	
21	ALF 2 Getting Started	The Church	
22	ALF Special Event 3	Get Set!	
23	ALF 2 Living for God	God Will Always Love Us	
24	ALF 2 Living for God	God Will Always Love Us	
25	ALF 2 Living for God	Trusting in God	
26	ALF 2 Living for God	Trusting in God	
27	ALF 2 Living for God	The Golden Rule	
28	ALF 2 Living for God	The Golden Rule	
29	ALF 2 Living for God	Keeping the Rule	
30	ALF 2 Living for God	Keeping the Rule	
31	ALF 2 Living for God	Saying Sorry to God	
32	ALF 2 Living for God	Saying Sorry to God	
33	ALF Special Event 4	Celebration Meal	
34	ALF 2 Kingdom Living	Working	
35	ALF 2 Kingdom Living	Working	
36	ALF 2 Kingdom Living	Caring for Others	
37	ALF 2 Kingdom Living	Caring for Others	
38	ALF 2 Kingdom Living	Witness	
39	ALF 2 Kingdom Living	Witness	
40	ALF Special Event 5	What a Journey	

ALF SPECIAL EVENTS

Sessions 1, 13, 22, 33 and 40. Notes relating to these can be found on pages 52-71.

TICK BOXES

If it helps, you may want to tick off your planning when completed. This will help you to know what you have done in the Year of Outreach.



The 'ALF club'

Central to the Year of Outreach is a club for children, such as an 'ALF club'. This club may run in your church, in the local school or perhaps a mixture of the two. Alternatively the club may run in any suitable venue.

It is far easier to promote and invite children to an ALF club than to 'The ALF Year of Outreach'. In addition, being part of a club provides a greater sense of belonging for the children. To help create this sense of belonging Arise Ministries has produced ALF T-shirts and ALF-bound Gospels of Luke for the children.

For details of how to obtain these please visit www.ariseministries.org.uk.

Those groups in the Arise Network will also receive ALF Membership Cards.



Please note: If you run an existing children's ministry and do not wish to rename it 'ALF club', that is absolutely fine!! For the purposes of the notes we refer to the 'ALF club' but all of these principles and ideas are transferable to a club that has another name! Furthermore, material from the Year of Outreach can be used to complement an existing club's/group's programme. Mix and match within the guidelines to which you work - be creative!!

Remember - what your club does is more important than what it is called!!

What is an ALF club?

An ALF club provides an environment where, through relevant activities and positive experiences, the children can come to discover and follow Jesus for themselves.

The creation of an appropriate environment is a critical aspect of an effective ministry amongst children. This is because children today are growing up in a world filled with a variety of opportunities to become a part of clubs or teams. These clubs and teams offer lots of fun and positive fulfilment.

For many churches this represents a real challenge. Rather than seeing this as a daunting challenge though, it is better to view it as an exciting opportunity. Through the Year of Outreach you as a church can create a place where children feel wanted and valued; a place where they have a strong sense of belonging and a place which offers activities and programmes that the children will find enjoyable and interesting. For some churches, this could involve change and a whole new way of ministering to children. However, any church, from the very smallest to the largest, can pioneer a new ministry to children in ways that are relevant and effective. The ALF club is a vehicle that makes this possible.

Now that you have an idea of what's in the Year of Outreach and how it may best fit together it is time to begin preparing and planning your outreach amongst children.

Introduction

Once you have prayerfully decided how many children you should aim to reach, formed your team of leaders and helpers and determined the time and location of your ALF club, it will be important for you, as a team, to consider the best way of running your ALF club.

The information sheets included within this section will help you consider the best framework for running your ALF club. You may decide to meet as a team of leaders to achieve this or to pass the information sheets to the appropriate leader(s).

PLEASE USE THESE SHEETS IN THE WAY THAT IS MOST HELPFUL TO YOU.

Information sheets

Within this section we have formatted the notes relating to the questions a little differently. You will see that for each of the five questions there is an information sheet. These sheets are intended to provide you with relevant information and provide a good basis for discussion regarding each question.

Each information sheet includes:

- **GENERAL INFORMATION**
Outlining some of the key points we recommend you consider.
- **HANDY HINTS...**
Some suggestions to help things run smoothly.
- **FURTHER HELP**
Where appropriate, reference is made to where you may find further help or advice.
- **NOTES...**
There is also some space for leaders/helpers to write in any notes that may be helpful as they plan.



The key questions regarding the best framework for running your ALF club are as follows:

1. **How can we structure the ALF club to meet the needs of the children that attend?**
2. **How can we ensure a safe environment for the children?**
3. **What does effective session planning and preparation involve?**
4. **How will the leaders be equipped and empowered in their mission roles and responsibilities?**
5. **How can our ALF club be resourced and supported as we undertake the Year of Outreach?**

How can we structure the ALF club to meet the needs of the children who attend?



GENERAL INFORMATION

The importance of structure

Though at times it may appear not to be the case, children do appreciate structure because it defines boundaries of behaviour in which they are able to grow and develop.

The structure you plan for and adopt must be appropriate to the aims of your ALF club and also to the needs of the children who attend.

Routine

Having a set routine at the beginning of each session of your ALF club, will help children to 'settle in' to the club's activities in a controlled manner, thus resulting in them being focused upon what you are doing. Furthermore it makes children who are perhaps of a nervous disposition feel comfortable as they know what to expect.

Flexibility

Whilst routine is important, the structure you create should be based upon what best matches the children's needs. For example, if they easily get 'bored' ensure there are lots of short activities in quick succession that will keep their attention. If they enjoy sports, include lots of the games (see the Resource Materials of ALF and ALF 2 for games). If, however, they prefer to get 'messy' provide plenty of opportunity for craft. All the teaching material within the Year of Outreach is designed to be flexible so that you can 'pick and mix' it in order to share the intended message in a variety of ways.

Rules

As well as ensuring routine and a flexible structure it will help your group immensely if you introduce, at the very beginning, a short list of rules that all of the children who attend your ALF club agree to. They could perhaps even contribute to them. As well as rules it is important to have appropriate rewards and sanctions (as in line with church/school policy) so that positive behaviour is reinforced and celebrated.

A simple poster that you can use to write your rules onto and then read out and display at your ALF club can be downloaded from www.ariseministries.org.uk.



Special needs

You may have children attending your ALF club who have special/individual needs. It is important that you find out what these are and, through consultation with the parents/carers, establish how best to plan for the activities and structure the club in order that they can be fully included.

Introduction

In addition to the sessions included within ALF and ALF 2 there are five ALF Special Events that are included as a part of the Year of Outreach. These events are included to provide something different at key points in the year as well as giving an opportunity for inviting others to hear about what has been happening at the club.

Where these events come within the Year of Outreach is clearly shown on the Year of Outreach wallplanner.

The ALF Special Events should be different in feel to the sessions within ALF and ALF 2. We recommend that you create more of a 'party' atmosphere where the emphasis is on fun!

To achieve this we recommend that you include some or all of the following within each of the ALF Special Events:



• Food!

Always a hit with children, and adults for that matter! Good food and lots of it will create a sense of occasion and encourage the children to come and, when appropriate, bring their friends and family.

We suggest that you have a special 'theme' for the food at each of the ALF Special Events. Be creative and involve the children in choosing the theme.

Remember to check dietary requirements and allergies of any of the people who will be attending!! It is also important to comply with any guidance from the church/school regarding food preparation and provision.



• Fun!

Like food, fun will encourage children to come to the ALF Special Events and bring their friends and family. To make the event fun you could include:

- Crazy games.
- Music - lively and participative worship songs.
- Puppets.
- Decorating the venue.



• Key activity

Within each of the ALF Special Events is a key activity. This activity has been included to help you to communicate a key point as a part of the evening.

• Running orders

To help you plan each ALF Special Event we have included blank sample running orders that can be photocopied, filled in and given to the appropriate participants. These can be found on pages 95 and 96 within the Support Materials section. We have also included a suggested order for each of the ALF Special Events. Use/adapt this as you feel is appropriate.

ALF Special Event 3: Get Set!

This event occurs after the session from ALF 2 entitled: 'The church'. This is at the end of Section 1 'Getting Started'. The theme of 'Living for God' will follow on from this event, with the first topic being 'God will always love us'.

Purpose of event

To provide a break from the normal routine and to help the children to consolidate the theme of 'Getting Started' as a follower of Jesus in a memorable and active way.

Who is the event for?

Children who have been attending the ALF club, and possibly their families and friends.

Preparation

The children would greatly enjoy being a part of the preparations for this event, furthermore, the more that they are involved, the more that they will want their families and friends to come along and see their efforts.

As with the previous ALF Special Event you might want to involve the children in making decorations/decorating the room prior to the party. The children could also be involved in making the games and/or signs for each one.

The key activity within this session is centred around a number of games. You may choose to have some general 'favourite' games early on. Children will enjoy their parents joining in.

This key activity also includes the opportunity for some of the children to take part by explaining what they have learned so far. This will entail taking an item from the ALF bag and explaining what they have learned about: *(see notes on page 43 in the ALF 2 Teaching Guide for more information)*

- The Bible (ALF Luke's Gospel).
- Prayer (the mobile phone).
- Being part of a team/church (the ALF T-shirt).

It would be a good idea to choose the three children that will take part in advance and help them to prepare what they will say. It may be useful for them to write what they will say onto a piece of paper that they will read from.



Key Activity - Bon voyage

For both children and adults alike the importance of 'having a good start' is a concept that is common place. This activity will help children and their families to see the importance of living lives with Jesus as the foundation.

1. Setting the Scene

The activity should begin with the leader telling a story about a time when they, or somebody else that they know about did something and then wished that they had only been prepared from the start, (this may be reading a map, a recipe, instructions on how to make up flat-pack furniture, or anything else that is appropriate).

Having told this story the leader may then ask children if they can think of a time when they or their parents/brother/sister have ever done anything like that.

The leader should then continue to point out the importance of being prepared. This will be explored by everybody taking part in five games.

2. Main Activity

Divide everybody into small 'teams'.

Provide each team with a sheet of paper and a pen with which to record their answers. These should be handed in by each team when they have completed all of the challenges. Ensure that they write their team number and the name of each challenge onto their sheet of paper before they begin and record their answers underneath the appropriate challenge.

The 'teams' should complete each challenge in a circuit. Each challenge should last no longer than five minutes, with approximately three minutes additional time in-between to allow for transfer and explanation.

Challenge 1 - Phoney passport photos

YOU WILL NEED:

- Large pictures of famous people's faces cut from magazines and newspapers etc.
- White A4 card.

WHAT TO DO IN PREPARATION:

1. Cut each of the pictures into thirds: mouth and below/nose and cheeks/eyes and forehead.
2. Mix the pieces up together so that a muddled face, made up of three different people, is created.
3. Stick each muddled face onto a piece of white card.
4. Number each card.

THE CHALLENGE:

1. Each team has to work out who the famous people are.
2. Their answers should be recorded on the sheet of paper.
3. For every correct answer award a point to that team.

Challenge 2 - Packing pairs

YOU WILL NEED:

- White card.
- Colouring pens.

WHAT TO DO IN PREPARATION:

Make a series of 'matching pair' cards, which will be placed face-down on a table/the floor etc. The items upon these cards are to be things which you would normally pack for a holiday, things like a toothbrush, a book, a swimming costume etc.

THE CHALLENGE:

Each team, within the time limit, is to try and see how many matching pairs they can find. For each matching pair they find they score one point.

Challenge 3 - Chucking it all in!**YOU WILL NEED:**

- A variety of different sized suitcases and bags which are able to remain open.
- Several items that can be thrown about without getting broken.

WHAT TO DO IN PREPARATION:

1. Arrange the suitcases and bags around the designated area.
2. Grade the bags according to how difficult it is to throw something into them e.g. if it is really difficult grade it three points, if it is easy, grade it 1 point.
3. Mark a line upon the floor which the team are to stand behind.

THE CHALLENGE:

1. Each person has to stand behind the line when they take their turn at trying to throw the objects into the bags.
2. When their five minutes is up, total up their scores. This will be added to the team's final score at the end of the challenge.

Challenge 4 - The lost ticket**YOU WILL NEED:**

- Images of well known holiday destinations.
- Card and pens.

WHAT TO DO IN PREPARATION:

1. Use the card and pens to create a series of twelve 'tickets' that have a well known holiday destination written on them.
2. Number each of the tickets.
3. Display pictures of the twelve well known holiday destinations on the wall.

THE CHALLENGE:

1. Each team has to match the ticket to the correct picture.
2. Answers are to be recorded upon their score sheets and handed in at the end of the challenge.
3. For every correct answer the team is to score one point.

Challenge 5 - Things to pack!!!**YOU WILL NEED:**

- A large sheet of paper.
- Marker pens.

WHAT TO DO IN PREPARATION:

Onto the large sheet of paper write the heading 'Things to Pack' and then, underneath, make a very long list of all the things that should be packed when going on a journey.

THE CHALLENGE:

1. Allow the team two minutes to study the list.
2. In the remaining three minutes the team are to try and recall as many items as they can.
3. They should write down the items they can recall onto their sheet of paper.
4. For every item that they manage to recall they should be awarded one point.

Once the teams have completed all of the challenges ask them to hand in their score sheets and return to their seats.

3. Sharing the Key Point

Read (or have one of the children read) the story which Jesus told in Matthew 8:24-29 (The wise and foolish builders). Point out that in this story Jesus is underlining the importance of having a good foundation for our lives.

This is what the children have been learning so far at the ALF club.

Now ask the three children who have prepared to share with the group to come forward.

The leader should show a bag and explain that the children have been learning about the things that are needed as they follow Jesus. The three most helpful things are in the bag, which the children need to share about.

The first child should now take the Gospel from the bag and explain what they have learned about the Bible. Following this, the second child should take out the mobile phone and explain how prayer helps us to follow Jesus. Finally, the third child should take out the T-shirt and explain how Jesus does not leave us on our own, we have other people to help us.

The leader should then thank the children for sharing and point out that the activity will now be concluded by announcing the scores for each team.

Complete the Key Activity by announcing the scores from the challenges - celebrating people's successes and attempts.

Support Materials

- **Skills and experiences review** 82
- **Example letter for approaching schools** 84
- **Example letter for approaching schools to run a club in a school** 85
- **Holiday club letter - version 1** 86
- **Holiday club letter - version 2** 87
- **The ALF club promotional assembly** 88
- **The 'What for' quiz?** 89
- **Useful contacts for inclusion/and special/individual needs** 90
- **Putting the Fun into Fundraising** 92
- **Top tips for Christian leadership and witness: following Christ's example** 93
- **ALF Special Event running order** 95

Putting the Fun into Fundraising

There may be some special things that you want to do with your ALF club that require additional funding. This sheet includes some FUN things that the children can do to raise funds, and at the same time, raise the profile of the club to the wider church and community.

'Fundraising' can really be 'fun raising'; it is a great opportunity for people to come together and have fun, as they work towards the same aim. When people see the church's ministry towards children grow through the ALF club they will know that their giving will have been completely worthwhile!! (Please remember to operate within the regulations and guidance provided by your church/school/setting in regards to this. Have fun!)

Top Ideas:

• AUCTION

Encourage the church congregation to find things in their attics or things that they could do that they wouldn't mind either (a) selling (b) placing into a 'live' church auction. This could be an entertaining evening with people even bidding their services such as 'gardener for the day' etc.

• SPONSORED CYCLE RIDE

Host a day's sponsored cycle ride, which could culminate in a time of shared picnic together. Encourage those members of the church who can, to get sponsored for every mile that they travel.

• MARATHON

Unless you are extra keen this does not have to be a 26 mile RUNNING event!! There are many 'marathons' that can be held, such as continuous film watching, reading, hopping and dancing. It can be as active or as relaxing as is desired. Again, get sponsors to pledge an amount for every hour of activity completed.

• QUIZ

Host a themed quiz night and get teams to pay to participate. There can also be prizes for the winners as an incentive.

• BBQ SUMMER PARTY

Sell tickets for a get together BBQ and games evening; invite people to run different games and bring food along to share.

• DRIVE-THRU CAR WASHING

Open up your church car park for car washing and whilst customers wait they can come into the church for some coffee and cake!

• KARAOKE NIGHT

Host a karaoke night where people pay to request songs, pay to sing and also... if necessary, pay to stop people from singing; all in a light hearted manner!!!

• DEDICATED DAY OF PRAYER

Spend a specific day as a church praying for your children's outreach; provide them with the opportunity to make a ministry gift towards its mission. This could even become a regular occurrence!

