



Host Responsibilities

Dear Christmas Party Club Host,

Thank you for signing up as a host and your willingness to serve your community! CEF wants to help you have the most successful club possible! We recommend some action steps to ensure you have the best club possible. We also know that one size doesn't fit all. Please use this list to have a conversation with your CEF Party Club coordinator and your ministry team leader (if having a CEF team teach your party).

4 Weeks Before Club

- Contact the Party Club Ministry Coordinator to finalize your club date, time, location, and flyers. You'll also be asked if the club is private or open to anyone.
- Arrange a meeting on-site to go over potential club set-up and room décor ideas; alternatively, send pictures of the room(s) that will be used to the Party Club Ministry Coordinator.
- Promotion is huge for a successful club. If you are hosting an open club, CEF will help share the word with our ministry patrons. If your party is private, you will want to decide how to promote your event. We will provide a flyers/invitation master which can be printed or emailed. If you'd like a larger banner or signage, CEF can help with providing artwork.
- We recommend you plan for a 2-hour Party Club. CEF will provide basic games and a simple craft. Hosts may opt to provide different or additional games or an upgraded craft. If adding more games or craft time or additional activities, you will want to discuss this with the Ministry Coordinator and ministry team leader (if a CEF team is teaching your party) and may wish to lengthen the Party Club time.
- Plan to provide a simple snack for the children, keeping any food allergies in mind. Bonus points for something festive! If you are unable to provide a snack, please let the Party Club Ministry Coordinator know so that CEF can provide a snack.
- Don't wait, start recruiting helpers immediately!** Staffing requirement: at least 1 volunteer for a home party, 2-3 helpers if you expect 10+ kids, 3-5 helpers for 20+ kids. (This is in addition to the CEF teaching team). The ratio should be 1 helper for every 3-5 kids. If hosting a party in your home or a community location, all volunteers must complete a CEF volunteer application; this includes a background check and signing our Worker's Compliance Agreement.

2-3 Weeks Before Club

- Get the word out!!** Distribute the prepared invitation/flyer. The host contact name, email, and/or phone number you provided will be on the flyers, so be prepared to answer in case parents have questions. CEF provides online registration and will provide you with access to a Google Sheet with registration information.
- Send a welcome email to parents who signed up for your club. Be sure to be friendly! Include your club's detailed date/time/location and any additional information your guests should know.
- Get into the habit of checking your Google Sheet for student registration information.
- Send a reminder email to your helpers.

- CEF provides a take-home bag which includes Gospel literature, a candy cane, and a small toy. If you would like to add additional items to the bag, please talk to the Party Club Coordinator and/or your ministry team leader to coordinate and assemble the bags.
- Some hosts like to provide door prizes to be given away in a drawing. If you plan to do so, please discuss this with the Party Club Coordinator and/or your ministry team leader.

1 Week Before Club

- Send out reminders one week and one day before the Party Club. You are the main contact with the parents. After our team leaves, we hope to see the families stay in touch with you and hope that you will encourage them to attend church.
- Send a reminder email to your volunteers helpers.

1-3 Days Before Club

- Prepare your club space. Space requirement: Make sure the room(s) is (are) child-safe, well-lit, and festive. Party Club is a fun children's event. Put up balloons, colorful streamers, etc. Contact us if you need ideas.
- If you are having a CEF team come to teach your club, please provide a table where we can place our teaching supplies. If this is not possible, please advise your ministry team leader so they can plan to bring a table.

On Party Club Day

- Please note that the team will arrive about an hour early for club set-up.
- Please ensure that your volunteers arrive at least 30 minutes before club for final instructions and prayer.
- Take attendance for your club. This is very important and can be used for follow-up by your church. CEF keeps the master attendance record and will provide you with a copy.

Within 1 Week After Club

- Send a thank-you email to parents for bringing their children to the club. Encourage the children to attend Sunday School, read the Bible, and pray. Be sure to include the link to Good News Club registration, particularly if there is a club in your community. (<https://cefnorthjersey.org/our-ministries/good-news-club>)
- Complete the Party Club Host Survey.

In His Service,

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