



# Supernova Spirit Camp

Radiating God's Love & Light

## Program Director's Guide

**A 3-day Spirit Camp Adventure for Families  
Children 4 years to Adults**

**You are invited to discover how to claim the power that is always within you.**

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# Welcome

## **The Purpose/Vision**

The purpose in creating this Family Spirit Camp is to give parents and their children the opportunity to experience the awesome power of God expressing through each person. We know that God is present in each one of us as a Divine Spark. We also know that we each have an individual responsibility to nurture and release our God presence to the best of our abilities.

## **What Will Be Explored & Experience**

This Spirit Camp provides the opportunity for children and adults to explore, and have fun with their awesome God energy of love and light. The activities and adventures are age appropriate and invite the participants into experiences where they have the opportunity to live as a radiating light of God.

## **Key learning objectives**

- The Divine Spark of God is within each of us. (Recognizing the Spark)
- With our God energy we are powerful beyond measure. (Harnessing the Energy)
- When we combine our God power with others we create amazing things. (Directing it to the greater good)

## **Ages**

The children's materials are designed for children 4 year to 14 years. The adult material would be suitable for teens and adults.

If your teens are resisting the idea of being a participant in the program then invite them to fill some of the leadership roles. They would experience the program and materials from a different perspective and still be able to share the experience with their families.

Even though the program has been created for both children and adults, it is put together in a flexible way and so can be used as a 3-day camp experience for children only if you choose.

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# Setting the Stage

## **The Dates**

- Check in your church calendar and local community for other summer program dates to avoid conflicts.

## **Choose Your Format & Location**

- How many days will it be?
- Which ones will they be?
- Will you meet in the mornings or afternoons?
- Will it be offered for 2 ½ or 3 hours a day?
- Where will you meet?
- How many rooms do you need?

## **Set a Cost or Love Offering**

The choice to charge a fee for your Spirit Camp is one that varies greatly. It will depend upon whether the Spirit Camp is an item in the general church budget; a part of the Youth Ministry budget; or is not a designated church fund.

### **If the Spirit Camp has no financing some possible ways to fund it are:**

- Registration fees may be set in advance and collected with registration forms. The amount may be a token amount to confirm registration or it may be calculated based on the estimated costs of the program.
- Amounts may be set on a per child basis; or there may be a maximum per family. Keep in mind that many families have multiple children to pay for.
- One process which has been successful in totally covering costs: On the first day of Spirit Camp provide parents with a letter explaining the costs per child for the week's program. Include with the letter an envelope clearly marked that contents will go to Spirit Camp Expenses. Emphasize the voluntary nature of the contribution. Offer parents the opportunity to contribute all or part of the costs and a means for them to return the envelope.

### **Suggestions for minimizing costs:**

- Begin your planning early.
- Watch supermarket sales for drinks & snacks that can be stored.
- Consider crafts which use recyclables & ask congregation members to collect the needed items.
- Ask volunteers to provide the printed materials instead of purchasing them - registration, attendance, publicity, etc. Consider carefully which add the greatest benefit. Where can personally created items save over the purchased materials?

## **Rotation Model**

This curriculum has been created using a model called “The Rotation Model.” This model uses three different creative experience stations that the participants rotate through in their small groups. This gives them the opportunity to explore the ideas presented in the lessons in various ways. This is particularly effective in honoring the Multiple Intelligences found within every person.

How the “Rotation Model” is different from a site-based model:

- The site-based model is the more commonly found model in our youth ministry programs.
- In a site-based model the groups stay with one leader in the same classroom for the entire day.
- Each classroom leader teaches the entire program to their group of students.
- In the rotation model participants, called Space Explorers, are divided by age into smaller groups called, Shuttle Crews.
- In the rotation model instead of teaching the entire program to one group of children the leaders called, Discovery Zone Leaders, are assigned to a particular station for each day of the program. They teach only their particular activity to all of the children.
- Shuttle Crews rotate through the Discovery Zones in a staggered order.

## **Pre-registration**

(Requested to determine staffing needed and supplies, but not required.)

- Begin registering the children in your church about one month before camp begins. Simply have the registration forms available in the common areas of the church and also hand them out with the parent letters after Sunday school. Include registration form in newsletter and bulletin insert if possible.
- Set up a table in your Fellowship Hall and have someone available so parents have a place to turn forms in and gather more information about the program.

## **Registration:**

Registration is the first opportunity to welcome the children to the program and help them feel at ease.

Have all the supplies needed for registration on hand such as:

- Registration Tables with areas for children already registered and new registrations.
- Plenty of volunteers
- Extra flyers
- Registration forms
- Parents Authorization
- Medical/liability release forms
- Pencils and paper

## **After Spirit Camp is Completed:**

- Collect and store supplies
- Mail follow-up postcards.
- Report on Spirit Camp to the Church and Board of Trustees.
- Leave the presentations on display so they can be shared with the entire congregation.
- Meet with the staff afterwards;
- Record good ideas.
  - ✧ Address problems
  - ✧ What needs to be developed?
  - ✧ Keep a record of the people interested in serving again.

# Church Facilities

## Spaces Needed

### Survey Church Facilities

A major concern faced by many thriving Spirit Camp programs is where to find the space to provide for all the children! The areas needed to host your Spirit Camp can be adjusted to fit the space you have available. The spaces needed can be set up in individual rooms or can be in a large space that is divided up. Your needs will depend on your total attendance.

- Examine your facilities with an open mind & a clear understanding of the types of activities planned.
- If you are tight on table space, some children enjoy the floor & lapboards for completing worksheets.
- If you have space outdoors, tables & chairs under a picnic canopy can be an inviting spot.
- Really tight on space -- do you have a narthex or vestibule that can accommodate a story-time activity?
- Space can be used efficiently if using the rotation model concept. Determine which activities can be held in which areas (music but certainly not crafts might work in the sanctuary). Small children need a secure safe area with appropriately sized furniture. Create a schedule which allows the children to move from one activity to another. As one group moves out of an activity, a new group moves in -- thus maximizing space use.
- Be alert to activities which benefit from large groups and be aware of those where small grouping is more beneficial. For example, a combining of groups works great at music time; but working on worksheets or crafts requires smaller groups if space and staff support is to be successful.
- Snack time is one activity that benefits from being moved outside as it takes on a picnic atmosphere the children enjoy. (Just watch out for bees)

### Spaces Needed for Supernova Spirit Camp

- **Mission Control** - (Check-In Area) Can be a large hallway or area outside of the main room. This is where registration takes place on the first day.

*Supplies needed:*

- *Registration Tables*
- *Chairs*
- *Colored poster board (one in each Shuttle Crew color), tape & markers. Write the appropriate Shuttle Crew name on each on and tape them to the wall. Let the children & adults know that this is where they will line up each day. This way attendance can be taken and then the Shuttle Crew leaders can take them to the appropriate station.*

*What happens in this space:*

- *This is the spot where everyone gathers before heading to the first event.*
- *Decorate the area to look like a space station control deck, if desired.*

- **Stardust Landing** – (Gathering Space) Open area large enough to hold the entire attendance. This space can be decorated with stars & streamers and look like an outer space landing zone or gathering place. As the day begins, the Shuttle Crew leaders direct their crews to where they are to sit.

*Supplies needed:*

- *Chairs + Open area*

*What happens in this space:*

- *Opening Adventure*
- *Everyone begins together in prayer*
- *Share a song that sets the tone for the day*
- *Connecting Activity*

- ✧ **Outer Limits Cafe** - (Snack Area) Located within the Star Dust Landing to save space. This is where the food preparation takes place. The recipes are very simple but some may have ingredients that need to be prepared ahead. The Starship Snackers are the people who are responsible for creating the make-ahead supplies. They will be listed within the lesson plans. Some microwaving is needed. One microwave should be sufficient unless you have a huge attendance. It also might be fun to decorate this area with wild looking things that might be from outer space.

*Supplies needed:*

- *Tables & Chairs for seating*
- *Tables for food preparation*
- *Microwave*

- ✧ **Celebration Circle**

*What happens here:*

- *Whole group comes back together.*
- *Review what we are taking with us.*
- *What to expect tomorrow.*
- *Closing song*

- **Galaxy Theater** - (Storytelling experience) Open space for youngest children. Children can sit on the floor. The Galaxy Theater & the Star Shine Theater can be in the same room. Again the spaces can be designed to look like a theater from outer space.

*What happens in this space:*

- *Storytelling*
- *The leaders share the Bible through storytelling with the youngest children*
- *Age appropriate story discussion*

- **Star Shine Theater**– (Drama Adventures) Space with a small stage area set up. You can use star garland, or star beads to create a curtain for your stage. Glow in the dark stars can also be used. This area can be in the same space as the Galaxy Theater.

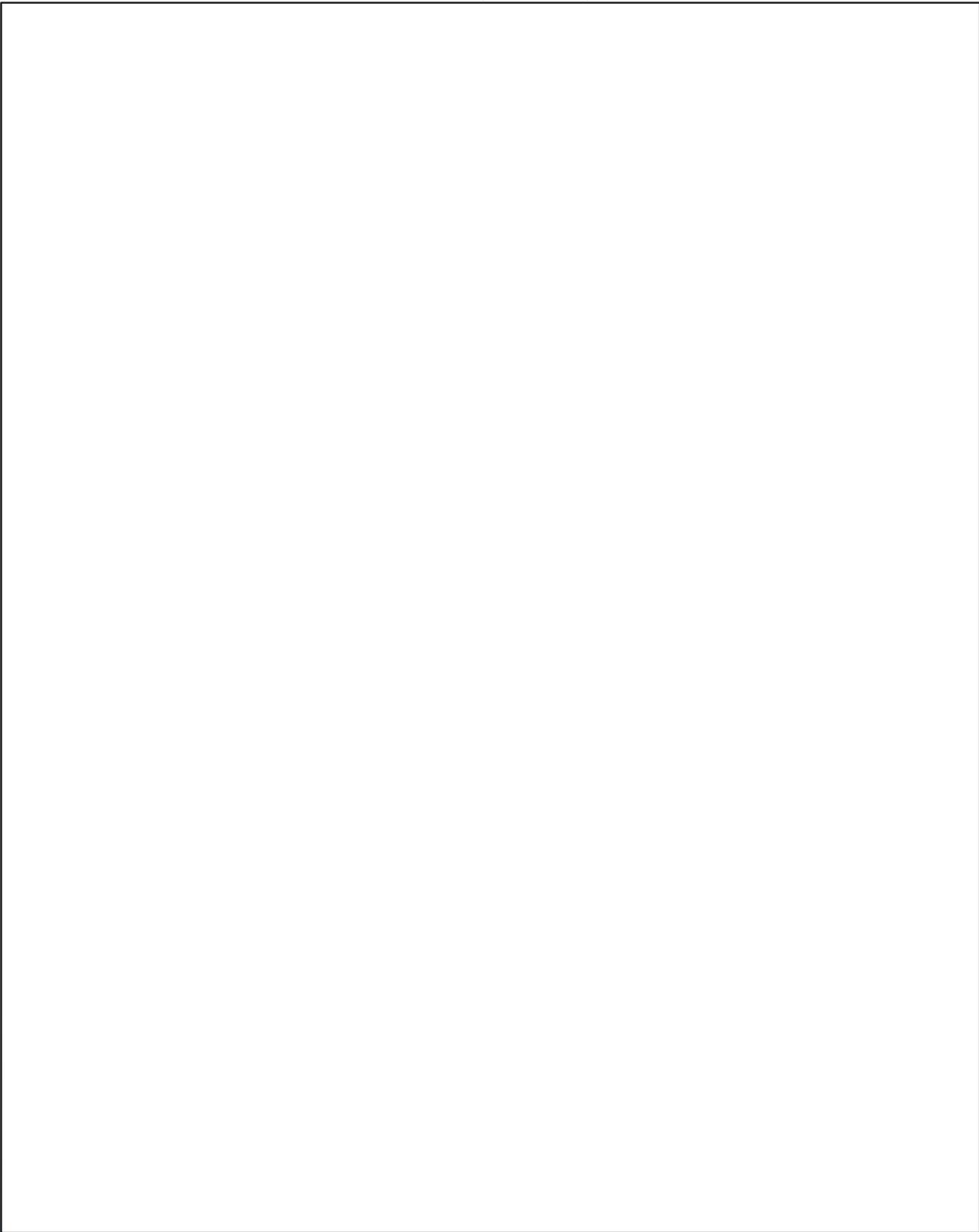
*What happens in this space:*

- *Drama*
- *The leaders assist the older children in acting out the Bible stories.*
- *Age appropriate story discussion.*

- **Deep Space Theater** – (Adult story exploration) Space suitable for adult learners.  
*What happens in this space:*
  - Story Exploration
  - Tables & Chairs
  - Open Space
- **Discovery Zone Docking Stations** – (Creative experience classroom areas) Areas where Creative Experiences take place. The 3 stations can be located in one room as long as the room can be divided into enough space for the participants to work. Participants rotate through the 3 stations by holding on to rope so they don't "float away." Zero gravity you know!
  - ✧ **Power Lab** - (Science Experiments) The Power Lab can be decorated to look like a mad scientist from outer space's lab.  
*Supplies needed:*
    - Tables & Chairs
  - ✧ **Cosmic Contests** – (Movement & Games designed to reinforce the lesson.) The activities here get the kids & adults involved with one another and with the lesson focus of the day. They also give the participants the opportunity to move around and feel the lesson in their body.  
*Supplies needed:*
    - Open Space
  - ✧ **Interstellar Imagination** - (Arts & Crafts activities) This is the station where the participants will have the opportunity to use their imaginations. There will be a variety of art supplies so that everyone can use this time to explore what the lesson means to them.  
*Supplies needed:*
    - Tables & Chairs



Use this space to draw a layout of your classroom space.



# Publicity

## General Publicity Ideas

- Create a news release and submit it to your local papers.
- Create flyers and post copies in local businesses (with their permission) around your Church or Center.
- Send the flyers home with parents and church members. Also include the flyer in your monthly mailing and church bulletin.
- Pitch during Sunday morning announcements using skit or other creative idea.
- Take advantage of any newspaper “Religious Notes” column to extend the invitation to community members.
- Take nothing for granted. Do church neighbors really know they are welcome even if not members? So many have been surprised to realize that membership is not a requirement for their children to participate.
- Many supermarkets or other local stores offer bulletin board space. Inexpensive posters can be created by providing church school children graphics that can be colored & mounted on colored paper.
- Word-of-mouth is still the best publicity. Encourage children to invite their friends.

## Time line

### **6 months or more before Spirit Camp Week**

- Pray
- Set dates for Spirit Camp - As you are considering dates, you may want to find out about other summer programs offered by other churches and in your community so you can avoid conflicts.
- Publicize dates to congregation

### **4 to 6 Months Before**

- Choose a Format
  - ✧ Morning, afternoon or evening?
  - ✧ When will you meet? (Times)
  - ✧ Children only, or will families be invited?
  - ✧ Where will you meet?
- Choose a Program
  - ✧ Will you be creating your own or adapting one from another group?
- Choose a Director
  - ✧ The director is responsible for planning, recruiting staff and overseeing all details to ensure that the Spirit Camp goes smoothly.

- Set A Budget
  - ✧ Consider all the supplies needed.
  - ✧ What will you charge the participants?
- Start Collecting Supplies
  - ✧ Depending on your theme, hit the early summer sales for your supplies.
- Plan Publicity
  - ✧ Decide how you will promote your program in your church and community.

#### **4 Months Before**

- Recruit your Staff
  - ✧ How many teachers do you need?
  - ✧ What is their “job” description?
  - ✧ Educate congregation about staffing needs.
  - ✧ Publish the job descriptions in your bulletins
  - ✧ Hold open meetings to attract your volunteers.
- Order the books and materials you will need
  - ✧ Order or create your teaching materials
- Reserve the space you will need at the church

#### **2 to 3 Months Before**

- Plan and schedule a training for lead volunteers
  - ✧ Who will be responsible for what?
- Continue recruiting volunteers
- Continue publicity
- Plan your daily schedule.

#### **4 Weeks Before**

- Begin Registration
- Schedule and hold a teacher training.

#### **1 to 2 Weeks Before**

- Continue Registration
- Purchase final supplies
- Continue publicity
- Make backup plans for rainy days, absences and procedures for fire or other emergencies.
- Decorate the areas to be used

#### **1 Week Before**

- Final adjustment of space use
- Check of student count with materials
- Provide teachers with current info about their classes
- Decorations
- Prepare parent packets

## **1 Day Before**

- Last minute check of supplies
- Final room preparation
- Pray

## **1st Day of Spirit Camp**

- Arrive early – take time for prayer
- Watch for rough spots that need adjustment
- After children leave, brief staff meeting to catch loose ends

## **During the Program**

- Meet before and after to pray in and out
- Check and replenish supplies
- Help with discipline problems
- Maintain a first-aid site
- Prepare certificates for the kids and volunteers

## **Week after Spirit Camp**

- Thank yous to staff
- Collect evaluations & suggestions from staff
- Prepare a slide show for congregation
- Financial summary
- Follow up with kids – send them a postcard thank you. Send an evaluation form for them to fill out and return.
- Clean up the space and return supplies



# Lesson Overview

Day	Title & Intention	Theaters	Discovery Zone	Outer Limits Cafe
1	<p><b>“What Is This Spark Within Me?”</b></p> <p>The intention of this lesson is to explore the Spark of Divinity within us and that we are each a powerful being.</p>	<p><b>“Jesus Walks On Water”</b></p> <p><i>The Rhyme Bible</i></p> <p><i>The Children’s Illustrated Bible</i></p> <p>Matthew 14:22-33</p>	<p><b><u>Interstellar Imagination</u></b> Apple Prints Revealing Our Inner Spark</p> <p><b><u>Cosmic Contests</u></b> Inner Listening</p> <p><b><u>Power Lab</u></b> Rising Up</p>	<p><b>Pulsar Punch</b></p> <p><b>Power Rolls</b></p> <p><b>Berry Blasters</b></p>
2	<p><b>“What Do I Do With All This Power?”</b></p> <p>The intention of this lesson is to understand the power we have within us and to choose to use it for good.</p>	<p><b>“Jonah &amp; the Whale”</b></p> <p><i>The Rhyme Bible</i></p> <p><i>The Children’s Illustrated Bible</i></p> <p>Jonah 1-4</p>	<p><b><u>Interstellar Imagination</u></b> Power Goop</p> <p><b><u>Cosmic Contests</u></b> Growing Love The Real Me?</p> <p><b><u>Power Lab</u></b> Power Straws Traveling Toothpicks</p>	<p><b>Celestial Floats</b></p> <p><b>Flying Saucers</b></p> <p><b>Asteroid Crunch</b></p>
3	<p><b>“We Are All In This Together.”</b></p> <p>The intention of this lesson is to explore what happens when we work together to make a difference.</p>	<p><b>“The Good Samaritan”</b></p> <p><i>The Rhyme Bible</i></p> <p><i>The Children’s Illustrated Bible</i></p> <p>Luke 10:25-37</p>	<p><b><u>Interstellar Imagination</u></b> Group Banner</p> <p><b><u>Cosmic Contests</u></b> Building Alone &amp; Together Letting Love Guide Us</p> <p><b><u>Power Lab</u></b> How Far Does Love Go?</p>	<p><b>Swirling Star Smoothies</b></p> <p><b>Oneness Salad</b></p> <p><b>Light Sabers</b></p>

# Staffing

## Volunteers Needed

### **Recruit Your Staff**

Finding adequate volunteers must be one of the greatest challenges facing any Spirit Camp program director -- and also one of the most important. Workers who are enthusiastic, committed and caring are essential for a successful program. Your church is filled with creative people who would love to participate in this program. All they need is to know how they can be of service.

The task can be made easier by considering the following suggestions:

- **Consider carefully the tasks/jobs necessary for Spirit Camp and subdivide them where ever possible.**
  - ✧ A complete list of jobs & tasks makes it clear who is responsible. It is much easier for people to say yes to a specific task.
  - ✧ Division of tasks allows for each person to work using their special skills. (One might not be good at crafts, but great at storytelling.)
  - ✧ Consider which tasks could be done by those whose schedules do not permit them to be present during Spirit Camp hours.
  - ✧ Photocopy the “job descriptions” included with this program and hand them out to the people in your congregation. As you talk to people focus on the job description and what they will gain from the experience participating in this event.
  
- **Be careful of attitudes as you share need for volunteers.**
  - ✧ Tones of pleading may scare off those unfamiliar with the program.
  - ✧ Describe the joy and excitement that comes from being a part of sharing with the children.
  - ✧ Display pictures and videos of last year’s success to generate enthusiasm.
  
- **Consider the “helper” job description.**
  - ✧ It is a great place to place those unfamiliar with the program.
  - ✧ With no planning responsibilities, staff in these roles have the important responsibility of sharing the day with the children, keeping them on schedule, getting to know the children & providing support for the activity leader.
  - ✧ It gives new staff an overview of the program & allows them to consider what aspect they would most enjoy.
  
- **Supporting & Training the Staff**
  - ✧ As much as possible delegate responsibilities. Let each teacher to know you value their skills and abilities and allow them flexibility in their areas.
  - ✧ Provide training and support for those moving into new areas. Provide connections with new teachers & your veterans to benefit from brainstorming.

- ✧ During Spirit Camp week watch for skills being revealed by staff and make notes for the next year. Staffing is a building process; success one year makes recruitment the next year easier. If staff have a good time, they will want to return the next year.
- ✧ When members indicate that they are unavailable for tasks, ask them to be a prayer partner for a staff member.
- ✧ Remind staff that prayer support will deepen their abilities and stretch the possibilities
- ✧ Let them know that there will be a training meeting for them to attend so that everyone will have an overview of the program.
- ✧ It is important to meet with your staff for 15 to 20 minutes before the program begins each day. Use this time for announcements, questions or concerns and to pray together. This helps to give the staff a sense of support and helps everyone work together.

## **Behind the Scenes Supernova Staff**

### **Space Station Captain**

Responsible for the leadership of the program, planning, recruiting staff and overseeing all details.

### **Mission Control Specialists**

Handle all aspects of the registration.

### **Blastoff Coordinators**

Responsible for coordinating publicity before and during the program. Can also create the design and scenery to help the rooms look like outer space or a space station.

### **Heavenly Helpers**

Shop for supplies, sort and assemble materials, provide pre-event assistance to Director, help decorate the rooms.

## **Supernova Team Leaders**

*One person can have more than one position.*

### **Shuttle Crew Leaders**

Adult or teen – responsible for moving Space Voyagers from station to station. While moving the kids from station to station the leaders are to stay close, keep the kids in line and on task. When moving from large group into the Shuttle crews, dismiss them one group at a time to avoid chaos. If possible have each Shuttle Crew Leader carry a basket or tote bag around with them to carry the things the children create. The leader also could entertain the participants with fun space facts as they transition from one area to another.

### **Discovery Zone Leaders**

Are responsible for leading the creative experience stations. This includes making sure that all supplies are in the classroom and that the Shuttle Crews stick to the time-line.

### **Starship Snackers**

Are responsible for organizing and overseeing all food that needs to be prepared ahead and also assist with the completion of the snacks during the program.

### **Pulsar Players**

Presents the story of the day, whether through storytelling, drama or video in the Galaxy & Star Shine Theaters. Also facilitates the adult groups.

### **Supersonic Singers**

Responsible for leading the opening & closing songs/movement..

### **Launch Pad Leaders**

Responsible for leading the opening & closing gatherings. Need to be very enthusiastic.

# Behind the Scenes Personnel Chart

## **Space Station Captains**

Leader \_\_\_\_\_

Co-leader \_\_\_\_\_

## **Mission Control Specialists**

Leader \_\_\_\_\_

Assistant \_\_\_\_\_

Assistant \_\_\_\_\_

Assistant \_\_\_\_\_

Assistant \_\_\_\_\_

## **Blast Off Coordinators**

Publicity Leader \_\_\_\_\_

Publicity Assistant \_\_\_\_\_

Set Designer \_\_\_\_\_

Scenery Crew \_\_\_\_\_

Scenery Crew \_\_\_\_\_

## **Heavenly Helpers**

Supply Coordinator \_\_\_\_\_

Supply Buyer \_\_\_\_\_

Supply Assembly \_\_\_\_\_

Supply Assembly \_\_\_\_\_

Miscellaneous Helper \_\_\_\_\_

Miscellaneous Helper \_\_\_\_\_

# Team Leaders Personnel Chart

## **Opening Adventure**

Launch Pad Leaders (1 to 3)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Supersonic Singers (1 to 3)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

## **Outer Limits Cafe**

Starship Snackers (1 or 2)

1. \_\_\_\_\_
2. \_\_\_\_\_

## **Drama/Story Telling**

Galaxy Theater (2)

1. \_\_\_\_\_
2. \_\_\_\_\_

Star Shine Theater (2)

1. \_\_\_\_\_
2. \_\_\_\_\_

Deep Space (1)

\_\_\_\_\_

## **Discovery Zone Leaders**

Power Lab (1 or 2)

1. \_\_\_\_\_
2. \_\_\_\_\_

Cosmic Contests (1 or 2)

1. \_\_\_\_\_
2. \_\_\_\_\_

Interstellar Imagination (1 or 2)

1. \_\_\_\_\_
2. \_\_\_\_\_

## **Shuttle Crew Leaders**

Red Rangers

\_\_\_\_\_

Golden Galaxies

\_\_\_\_\_

Silver Starships

\_\_\_\_\_

Aqua Asteroids

\_\_\_\_\_

Blue Moons

\_\_\_\_\_

Orange Satellites

\_\_\_\_\_

# Training Staff

Training your staff is an important aspect of Spirit Camp. Since the program is on a time schedule and can be fast moving it is important that everyone be familiar with the materials. Group building activities will assist the staff in feeling comfortable with one another and work together as a team. Training will also help them to clear about their particular responsibilities.

You might schedule a meeting early on with the key “Behind the Scenes” staff. They are crucial to the development and promotion of the event. Attempt to keep the meeting less than 2 hours.

## **Behind the Scenes Staff meeting**

Things to include on the agenda:

- Welcome prayer & Introductions
- Team building Activity
- Discuss the key roles of each staff person
- Review Spirit Camp planning, publicity & recruiting
- Explore how registration will be handled
- Set a schedule for behind the scenes activities such as: purchasing supplies & decorating the spaces.
- Review safety procedures
- Discuss the logistics of the program

You will also want to have at least one Team Leader meeting. This can happen in the weeks before the Spirit Camp. The purpose is to make sure everyone is clear on their responsibilities.

## **Team Leader Meeting**

Things to include on the agenda:

- Welcome prayer & Introductions
- Team Building Activity
- Review all Spirit Camp materials
- Discuss each Team Leaders role and responsibility - Stress the importance of keeping to the time schedule so all participants have an opportunity to experience all activities in the camp.
- Explore ages & stages of development and teaching to different age levels since each Team Leader will be working with multiple age groups.
- Allow time for questions & answers

If you are using Teens as some of the Shuttle Crew Leaders you can include them in the above meeting or have a special Teen Leader meeting. Be sure to include the above information, plus:

- The responsibility of staying with their crew at all times
- Which adults will be around to assist them if they have questions
- Help the younger children with bathroom breaks, hand washing, etc...
- Encourage the reluctant children
- Make sure the children leave with all of their creations and possessions.



# Team Building

Helping your volunteers get to know one another helps to create a supportive team that works well together.

## Characteristics of a Team

- There must be an awareness of unity on the part of all its members.
- There must be interpersonal relationship. Members must have a chance to contribute, learn from and work with others.
- The member must have the ability to act together toward a common goal.

## Ten characteristics of well-functioning teams

- Purpose: Members proudly share a sense of why the team exists and are invested in accomplishing its mission and goals.
- Priorities: Members know what needs to be done next, by whom, and by when to achieve team goals.
- Roles: Members know their roles in getting tasks done and when to allow a more skillful member to do a certain task.
- Decisions: Authority and decision-making lines are clearly understood.
- Conflict: Conflict is dealt with openly and is considered important to decision-making and personal growth.
- Personal traits: members feel their unique personalities are appreciated and well utilized.
- Norms: Group norms for working together are set and seen as standards for every one in the groups.
- Effectiveness: Members find team meetings efficient and productive and look forward to this time together.
- Success: Members know clearly when the team has met with success and share in this equally and proudly.
- Training: Opportunities for feedback and updating skills are provided and taken advantage of by team members.

## Characteristics of a high-performance team

- Participative leadership - creating interdependence by empowering, freeing up and serving others.
- Shared responsibility - establishing an environment in which all team members feel responsibility as the manager for the performance team.
- Aligned on purpose - having a sense of common purpose about why the team exists and the function it serves.
- High communication - creating a climate of trust and open, honest communication.
- Future focused - seeing change as an opportunity for growth.
- Focused on task - keeping meetings and interactions focused on results.
- Creative talents - applying individual talents and creativity.
- Rapid response - identifying and acting on opportunities.

# Registration

## **Advance Registration**

This program is designed for children & adults to be registered in advance (no on-site registration). This is important, especially if this is the first time you have hosted a Spirit Camp. This gives you a better idea of the number of volunteers needed, enough classrooms and spaces reserved, sufficient supplies, and a chance to divide the children into their groups ahead of time.

## **First-Day Registration**

Even if all children were registered in advance, it would still be important to confirm information & share plans with parents on the first day. To speed the process and minimize lines have several people stationed at the registration desk. If necessary subdivide by segments of the alphabet with clear signs so people don't waste time in the wrong line.

The location for registration is ideally a large area positioned near the most likely entrance. Tables set up outside can work well.

- For each family who has registered, provide a packet prepared in advance containing:
  1. A letter explaining the week's activities
  2. Special instructions concerning dismissal of the children, especially safety procedures
  3. A special invitation to upcoming church functions
- Ask the adult bringing the children to confirm that address & phone information is accurate. Be certain that you have a phone number where a responsible adult may be reached in an emergency. (Having a home phone number is often not enough.)
- If you plan a snack it is good to have a blank asking for special diets (allergies, diabetic restrictions, etc.)
- If there are outdoor activities, are any children allergic to bee stings?
- Before the children leave the registration desk, provide them with a name tag. Mailing labels prepared with names & age group assignments in large type work well. Identification can be a great aid to the teacher meeting new children and for the child who is uncertain where they belong.
- Have the Shuttle Crew Leaders in different sections of the Stardust Landing area. As the children and adults check in have an assistant escort them to the correct leader.

## **On-site Registration**

If you feel you really need to offer on-site registration have this done at a separate table. You will need all of the registration forms and packet information. You may have to shift some of your Shuttle Crew groupings in order to accommodate the new arrivals. Make sure the Shuttle groups remain less than 15.

## **Grouping the Children & Adults**

- All participants in the program are called Space Voyagers.
- In order for the children and adults (Space Voyagers) to have enough time to complete all of the activities they are divided into small groups called Shuttle Crews. The crews can be divided by age if your program has enough children in it or the crews can be multi-age.
- Putting the children and adults into their Shuttle Crew groupings is most efficiently done immediately following the close of your advance registration.
- Some of the activities bring all of the Shuttle Crews together and some of the activities are offered numerous times so the small Shuttle Crews can rotate through them.
- How many groups you need depend upon your total registration. The Shuttle Crews should have between 6 and 15 participants in each group.

## **The Space Voyagers can be divided into the following Shuttle Crews**

- **Red Rockets** – Preschool & Kindergarten
- **Golden Galaxies** – 1st Grade
- **Silver Starships** – 2nd & 3rd Grade
- **Aqua Asteroids** – 4th & 5th Grade
- **Blue Moons** – Teens or Adults
- **Orange Satellites** – Teens or Adults

If you have a large number of participants and would need, say, more than one 1st grade class, then you can shift the groupings around or create additional Shuttle Crews with appropriate names.

## **Organizing the Shuttle Crews**

It is fun to assign each Shuttle Crew a color that can be used through the program. The colors are already a part of the Shuttle Crew names. This makes it easier to see who belongs in what group. This can easily be done through the use of T-shirts that can be ordered ahead and can then serve as an advertisement of your church or you can use colored plastic bracelets.

# Sample Time & Rotation Schedule - Evening Schedule beginning with a meal.

Time Schedule		Supernova Spirit Camp		
2 1/2 Hr.	3 Hr.			
30 Min.	40 Min.	<b>OPENING ADVENTURE</b>		
		<b>Location: Stardust Landing &amp; Outer Limits Cafe</b> All Shuttle Crews 1. Welcome - Intention, Prayer and/or Song 2. Whole Group Connecting Activity - combined with creating a snack together. 2 or 3 Shuttle Crews will work together to create a snack to share with the entire group.		
20 Min.	20 Min.	<b>DRAMA/STORY TELLING</b>		
		<b>Galaxy Theater</b>	<b>Star Shine Theater</b>	<b>Deep Space Theater</b>
		<i>Red Rockets &amp; Golden Galaxies</i>	<i>Silver Starships &amp; Aqua Asteroids</i>	<i>Blue Moons &amp; Orange Satellites</i>
30 Min.	35 Min.	<b>DISCOVERY ZONE DOCKING STATIONS</b>		
		<b>Interstellar Imagination</b>	<b>Cosmic Contests</b>	<b>Power Lab</b>
		<i>Red Rockets &amp; Golden Galaxies</i>	<i>Silver Starships &amp; Aqua Asteroids</i>	<i>Blue Moons &amp; Orange Satellites</i>
30 Min.	35 Min.	<b>DISCOVERY ZONE DOCKING STATIONS</b>		
		<b>Interstellar Imagination</b>	<b>Cosmic Contests</b>	<b>Power Lab</b>
		<i>Blue Moons &amp; Orange Satellites</i>	<i>Red Rockets &amp; Golden Galaxies</i>	<i>Silver Starships &amp; Aqua Asteroids</i>
30 Min.	35 Min.	<b>DISCOVERY ZONE DOCKING STATIONS</b>		
		<b>Interstellar Imagination</b>	<b>Cosmic Contests</b>	<b>Power Lab</b>
		<i>Silver Starships &amp; Aqua Asteroids</i>	<i>Blue Moons &amp; Orange Satellites</i>	<i>Red Rockers &amp; Golden Galaxies</i>
10 Min.	15 Min.	<b>CELEBRATION CIRCLE</b>		
		<b>Location: Stardust Landing</b> All Shuttle Crews 1. What are we taking with us? 2. What to expect for tomorrow? 3. Closing prayer and/or song		

An evening schedule, i.e., 6:00 to 8:30 PM, may work best if you want parents to be a part of the program.



# Sample Time & Rotation Schedule - Morning Schedule ending with a meal.

Time Schedule		Supernova Spirit Camp		
2 1/2 Hr.	3 Hr.			
10 Min.	15 Min.	<b>OPENING ADVENTURE</b>		
		<b>Location: Stardust Landing &amp; Outer Limits Cafe</b>		
		All Shuttle Crews		
		1. Welcome - Intention, Prayer and/or Song 2. Whole Group Connecting Activity 3. Divide into Shuttle Crews		
20 Min.	20 Min.	<b>DRAMA/STORY TELLING</b>		
		<b>Galaxy Theater</b>	<b>Star Shine Theater</b>	<b>Deep Space Theater</b>
		<i>Red Rockets &amp; Golden Galaxies</i>	<i>Silver Starships &amp; Aqua Asteroids</i>	<i>Blue Moons &amp; Orange Satellites</i>
30 Min.	35 Min.	<b>DISCOVERY ZONE DOCKING STATIONS</b>		
		<b>Interstellar Imagination</b>	<b>Cosmic Contests</b>	<b>Power Lab</b>
		<i>Red Rockets &amp; Golden Galaxies</i>	<i>Silver Starships &amp; Aqua Asteroids</i>	<i>Blue Moons &amp; Orange Satellites</i>
30 Min.	35 Min.	<b>DISCOVERY ZONE DOCKING STATIONS</b>		
		<b>Interstellar Imagination</b>	<b>Cosmic Contests</b>	<b>Power Lab</b>
		<i>Blue Moons &amp; Orange Satellites</i>	<i>Red Rockets &amp; Golden Galaxies</i>	<i>Silver Starships &amp; Aqua Asteroids</i>
30 Min.	35 Min.	<b>DISCOVERY ZONE DOCKING STATIONS</b>		
		<b>Interstellar Imagination</b>	<b>Cosmic Contests</b>	<b>Power Lab</b>
		<i>Silver Starships &amp; Aqua Asteroids</i>	<i>Blue Moons &amp; Orange Satellites</i>	<i>Red Rockers &amp; Golden Galaxies</i>
30 Min.	40 Min.	<b>CELEBRATION CIRCLE</b>		
		<b>Location: Stardust Landing</b>		
		All Shuttle Crews		
		1. What are we taking with us? 2. What to expect for tomorrow? 3. Pair up 2 or 3 Shuttle Crews. Each group works together to prepare part of the snack which is then shared with the entire group. 4. Closing prayer and/or song		

If you are planning your Spirit Camp for just children then a morning schedule could work. Just replace the Deep Space Theater (adults) with another children's theater. Choose the one that would most suit the ages of the children participating. If you have a small attendance then only one theater would be needed.

# Customizing

This Spirit Camp program is designed to be 2 1/2 or 3 hours a day for 3 days. The participants are both children and adults. Since each church or ministry is unique, the schedules and programs described here may not fit your particular situation. There are many ways that the materials can be used. Here are some ideas on how to adapt the program for your church or ministry.

## **Spirit Camp for Children Only**

Since the camp is designed using the rotation model the Deep Space Theater can be lifted out or replaced with another children's theater adventure. Then eliminate the adult level activities in the lesson plans.

## **3-Consecutive Saturdays**

Saturday Spirit Camp may be a better option for you. Instead of offering the camp during the week, schedule it for 3 consecutive Saturdays.

## **3-Consecutive Sundays**

This material can be adapted to be offered as your Sunday morning program for 3 consecutive weeks. The time schedules will need to be adjusted. The Discovery Zones will change from rotating through each one to being offered at the same time with the children choosing which activity they want to do. Each classroom will be a Shuttle Crew and the activities will take place in their regular space. The regular teaching staff will facilitate the lesson all aspects of the lesson.

<b>Time Schedule</b>	<b>Supernova Spirit Camp</b>
<b>1 Hour</b>	
<b>10 Minutes</b>	<p style="text-align: center;"><b>OPENING CIRCLE</b></p> <ol style="list-style-type: none"> <li>1. Welcome - Intention, Prayer and/or Song</li> <li>2. Whole Group Connecting Activity</li> <li>3. Sacred Circle Activities: Love offering, birthday celebration, etc...</li> </ol>
<b>15 Minutes</b>	<p style="text-align: center;"><b>DRAMA/STORY TELLING</b></p> <p>Choose the story experience that is appropriate for your age group and present it as described in the materials or as is your normal practice.</p>
<b>30 Minutes</b>	<p style="text-align: center;"><b>DISCOVERY ZONE DOCKING STATIONS</b></p> <p>Instead of rotating the children through the different stations, set all three experiences up in your room and allow the children to choose which activities they want to do. You will need enough staff to oversee each activity. Another option would be to just choose to offer only 1 or 2 experiences.</p> <p>Snack can also be served during this time. It needs to be prepared ahead and just offered to the children. Or, if you would like the children to prepare the snack, the snack activity can be offered in place of the other experiences.</p>
<b>5 Minutes</b>	<p style="text-align: center;"><b>CELEBRATION CIRCLE</b></p> <ol style="list-style-type: none"> <li>1. Opportunity to share</li> <li>2. Close with song &amp; prayer</li> </ol>

## 1 Day Spirit Camp

The Spirit Camp can also be offered as a 1-day, all day camp. Below is a possible schedule. Refer to the original schedule for the details.

<b>Time Schedule</b>	<b>Supernova Spirit Camp</b>		
<b>6 Hours</b>			
<b>30 Minutes</b> <i>9:00 to 9:30 am</i>	<b>OPENING ADVENTURE</b> <b>Location: Stardust Landing</b>		
<b>30 Minutes</b> <i>9:30 to 10:00 am</i>	<b>DRAMA/STORY TELLING (From Day 1)</b>		
	<b>Galaxy Theater</b>	<b>Star Shine Theater</b>	<b>Deep Space Theater</b>
<b>45 Minutes</b> <i>10:00 to 10:45 am</i>	<b>DISCOVERY ZONE DOCKING STATIONS (From Day 1)</b>		
	<b>Interstellar Imagination</b>	<b>Cosmic Contests</b>	<b>Power Lab</b>
<b>30 Minutes</b> <i>10:45 to 11:15 am</i>	<b>DRAMA/STORY TELLING (From Day 2)</b>		
	<b>Galaxy Theater</b>	<b>Star Shine Theater</b>	<b>Deep Space Theater</b>
<b>45 Minutes</b> <i>11:15 to Noon am</i>	<b>DISCOVERY ZONE DOCKING STATIONS (From Day 2)</b>		
	<b>Interstellar Imagination</b>	<b>Cosmic Contests</b>	<b>Power Lab</b>
<b>1 Hour</b> <i>Noon to 1:00 PM</i>	<b>OUTER LIMITS CAFE</b>		
	Choose one of the daily menus to serve as lunch. The kids can help create them. Also give them some free time to expend some energy.		
<b>30 Minutes</b> <i>1:00 to 1:30 PM</i>	<b>DRAMA/STORY TELLING (From Day 3)</b>		
	<i>(Split into theaters as above)</i>		
<b>45 Minutes</b> <i>1:30 to 2:15 PM</i>	<b>DISCOVERY ZONE DOCKING STATIONS (From Day 3)</b>		
	<i>(Split into Docking Stations as above)</i>		
<b>30 Minutes</b> <i>2:15 to 2:45 PM</i>	<b>OUTER LIMITS CAFE</b>		
	Choose one of the snacks to serve as an energy booster. It will need to be prepared ahead of time.		
<b>15 Minutes</b> <i>2:45 to 3:00 PM</i>	<b>CELEBRATION CIRCLE</b> <b>Location: Stardust Landing</b>		
	Time to say good byes Closing songs & prayers		