

Character Club Director & Teacher Manual



“Blessed is the nation whose god is the Lord,”
(Psalm 33:12).

In this manual, you will find all the information necessary to establish a Character Club in your Church. Please use this in combination with the Forms Manual and Parent Handbook to ensure a smooth and successful year.

If you have any questions on how to operate this club, please don't hesitate to reach out to Bill Johnson, ICP President or the workers of Redmond Missionary Baptist Church. Their information can be located on the last page of this manual. God bless you on your exciting new club and we look forward to hearing praise reports!

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Character Club Overview

The goal is to develop in students an understanding of the unchanging values which become a “code for life.” Character Code for Life is based upon the truth that all moral values come from the very character of God, will have life transforming value for a person, a family, a community and an entire nation.

Character Club is a program that even small Churches can use to reach the children in their community. It is structured to be a 90-minute, once-a-week club during the school year. Typically, Churches follow the local school calendar taking breaks the same time the school does.

Workers Required – Even if you have a small staff, Character club can be accomplished with willing hearts. For example, the director can also be the song leader and a teacher.

1. **Director:** The director is responsible for leading the club, coordinating the schedule, staff meetings, advertisement, and communication with the parents and Church. This person needs to make sure the rest of the staff has what they need to be successful. The director will approve service project proposals and be responsible for ensuring the students receive their pins during the opening assembly.
2. **Song Leader:** This person will lead the songs at the beginning and closing of the program. They need to be enthusiastic and willing to sing with the children.
3. **Preschool Teacher:** This position teaches the preschool and kindergarten students. Teachers will sit with their student during assemblies, teach class, and accompany students to snack/activity time. It is very important to turn in a daily attendance sheet to the registrar each class session. This ensures the student is receiving proper credit for their work in the club.
4. **Primary Teacher:** This position teaches the students aged 1st through 3rd grade. Teachers will sit with their student during assemblies, teach class, and accompany students to snack/activity time. It is very important to turn in a daily attendance sheet to the registrar each class session. This ensures the student is receiving proper credit for their work in the club. It is helpful to break the classes into smaller groups if there is a need. Example: if there are five first grade students and five third graders – make two classes.
5. **Intermediate Teacher:** This position teaches the students aged fourth grade through sixth grade. Teachers will sit with their student during assemblies, teach class, and accompany students to snack/activity time. It is very important to turn in a daily attendance sheet to the registrar each class session. This ensures the student is receiving proper credit for their work in the club. It is helpful to break the classes into smaller groups if there is a need. Example: five fourth graders and five sixth

graders – make two classes.

6. Registrar: This person is responsible for keeping track of registration forms, attendance, club metrics (memory verses, friends brought, quarterly character, etc.) This person needs to make sure the teachers communicate so that the records are kept up to date regarding individual students and their achievements.
7. Activities Coordinator: This person will plan the activities portion of Character Club. They will need to plan organized and fun activities for each week.
8. Snack Break Coordinator: This person needs to plan snacks and have them ready when the students come out of their class. They need to be aware of any dietary restrictions (found on the enrollment form).

Class Composition – Each class will look different based on the number of students enrolled in Character Club. It is important to know the ages of your students and ability levels when making classes. Sometimes, Churches might elect to do a group lesson and teach the Bible story for the day and then break into smaller groups to complete the activities and differentiate the instruction based on age group. It is always a good idea to have a teacher's aide to help assist with students needing bathroom breaks and additional help.

Materials Used – The International Christian Publishers have developed the Character Code for Life. This material has two semesters per year and students will learn each Character trait twice in their six-year program. They will first hear it in the primary level and again in the intermediate level. Please contact Bill Johnson to order these materials.

1. Each student will need one placemat, card or leaflet set for the duration of the year.
2. Each teacher will need one teacher guide for the duration of the year.
3. The activity journal is available for primary and intermediate levels as needed and provides enrichment if needed.

Information for Parents – Please provide the parents with the “Guide to Character Club.” Be sure that you have their contact information so you can get in touch with them in case of emergencies but also so you can email them with dates, extra events, and invitations to Church services. Included in the “Forms” booklet you will find what you need to enroll students, permission for social media and an explanation of the service project with the proposal and completion forms.

CHARACTER CODE FOR LIFE

VALUE TOPICS

PRESCHOOL—Ages 3-5 (Student Placemats)

| | Module 1 | Module 2 | Module 3 | Module 4 | Module 5 | Module 6 |
|---------|---------------------------|----------------------|------------------------------|------------------------------|--------------------------|------------------------|
| Value 1 | God Is Holy and Righteous | God Is Good and Just | God Is Gracious and Merciful | God Is Patient and Forgiving | God Is Faithful and True | God Is Loving and Kind |
| Value 2 | Honesty | Responsibility | Sincerity | Initiative | Truthfulness | Dependability |
| Value 3 | Acceptance | Forgiveness | Tolerance | Forgiveness | Fairness | Forgiveness |
| Value 4 | Courage | Gratitude | Boldness | Humility | Endurance | Contentment |
| Value 5 | Respect | Kindness | Self-Control | Compassion | Patience | Generosity |
| Value 6 | Diligence | Loyalty | Thoroughness | Commitment | Determination | Dedication |

PRIMARY—Grades 1-3 (Student Cards)

| | Module 1 | Module 2 | Module 3 | Module 4 | Module 5 | Module 6 |
|---------|---------------------------|----------------------|------------------------------|------------------------------|--------------------------|------------------------|
| Value 1 | God Is Holy and Righteous | God Is Good and Just | God Is Gracious and Merciful | God Is Patient and Forgiving | God Is Faithful and True | God Is Loving and Kind |
| Value 2 | Honesty / Integrity | Responsibility | Sincerity | Initiative | Truthfulness | Dependability |
| Value 3 | Acceptance | Forgiveness | Tolerance | Forgiveness | Fairness | Forgiveness |
| Value 4 | Courage | Gratitude | Boldness | Humility | Endurance | Contentment |
| Value 5 | Respect | Kindness | Self-Control | Compassion | Patience | Generosity |
| Value 6 | Diligence | Loyalty | Thoroughness | Commitment | Determination | Dedication |

INTERMEDIATE—Grades 4-6 (Student Leaflets)

| | Module 1 | Module 2 | Module 3 | Module 4 | Module 5 | Module 6 |
|---------|---------------------------|----------------------|------------------------------|------------------------------|--------------------------|------------------------|
| Value 1 | God Is Holy and Righteous | God Is Good and Just | God Is Gracious and Merciful | God Is Patient and Forgiving | God Is Faithful and True | God Is Loving and Kind |
| Value 2 | Honesty / Integrity | Responsibility | Sincerity | Initiative | Truthfulness | Dependability |
| Value 3 | Acceptance | Forgiveness | Tolerance | Forgiveness | Fairness | Forgiveness |
| Value 4 | Courage | Gratitude | Boldness | Humility | Endurance | Contentment |
| Value 5 | Respect | Kindness | Self-Control | Compassion | Patience | Generosity |
| Value 6 | Diligence | Loyalty | Thoroughness | Commitment | Determination | Dedication |



The *Character Code for Life* curriculum is being translated into as many languages as funding will permit. If you or your church would like to help the children of the world come to Jesus, please send your gift to: ICP, PO Box 2587, Texarkana, TX 75504. For more information, go to www.icplit.org or email CCfL@icplit.org.

Vest and Pins:

Please consult the source guide in this packet for information on where to acquire the necessary items.

Vests: Students will earn a green vest once they attend three class sessions. This will have the “Character Club” patch on it as well as the “YEAR 1” patch for the first year. Each subsequent year, the students will add year 2, year 3, etc. These will need to be sewn on once the vests are purchased. Some Churches will keep these at the building, while others will allow students to take them home. At the end of the year the Church should keep them in anticipation of the Fall (moving pins to a larger size, sewing on year 2 patches, etc.)

Quarterly Character Merit – Students are eligible to earn four quarterly character pins within a year. Based on the lesson calendar, the year can be divided into 36 lessons. So, each time a student reaches a point of 9 lessons in attendance, a pin will be awarded. The student does not have to have perfect attendance within each quarter, but it is a way to determine how many classes a student must attend before receiving a pin. This is the chenille bar pin.

Service Project – One of the unique characteristics of Character Club is the service project. Each semester students are encouraged to apply one of the character traits they are using in that semester to serve other people. It is helpful to provide parents a list of examples, which is included in the “Forms” booklet so they have an idea how to go about planning this. One other option which is helpful is to provide a time in class or outside the club to complete a group service project. The sky is the limit in planning this and it is a great way to point the community to the love of Christ. This earns the service project pin.

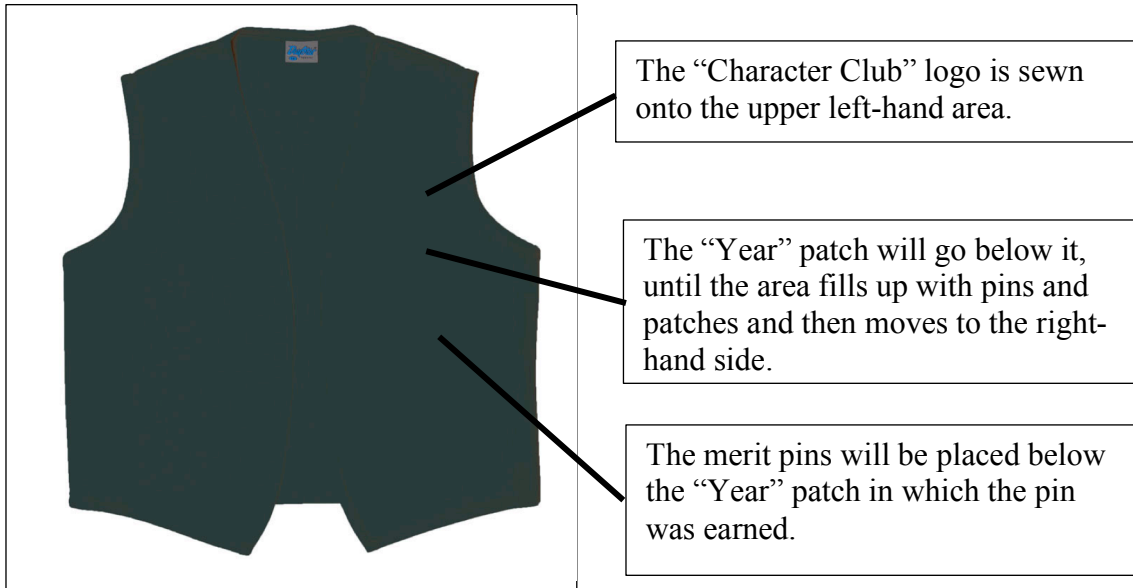
1. Students will complete a proposal (with the help of their parents or other adult. It can even be a member of the teaching staff) and receive approval to complete the project. Be sure to introduce this at the beginning of the year and remind students and their parents of dates as they approach.
2. At the completion of the service project, students will submit their completion form and photos if possible. In addition, some students are confident enough to present their project in front of the group at the opening assembly.
3. Students will earn their service pin at the completion of their service project. They are eligible for two pins.






Memory Master: Students will have the opportunity to memorize 12 verses throughout the year. To earn a memory master pin, students will recite 5 verses to their teacher or other staff member. Be sure the registrar has this information. The student can earn two memory master pins in one year by memorizing ten out of the twelve verses. These are the heart pins.

Fisher of Men: Students are encouraged to invite their friends. For each friend that attends, they receive one point on their record sheet. Again, be sure the registrar has this information. Once they have three friends attend, they receive the fisher of men pin. This is the fish hook pin.

Perfect Attendance: At the closing assembly, this is an opportunity to award a perfect attendance pin for those students that came to each class.

Important Note: The registrar will keep track of when students earn their pin and will turn in this information to the director so at each opening assembly the appropriate pins will be put on the vests.



| Quarterly Character Pin | Service Project | Memory Master | Fisher of Men | Perfect Attendance |
|---|---|---|--|---|
|  |  |  |  |  |

Club Schedule and Format

Churches may choose to hold Character Club on Sunday evenings, Wednesday evenings or any other time that fits your unique Church. It is 90 minutes long from opening assembly to closing assembly. Following is a sample schedule. Feel free to modify as needed to fit your current population and needs.

| | | |
|------------------|---------------|---|
| Opening Assembly | 10-15 Minutes | Students will gather as a group to sing an opening song, receive pins earned, recite a new or current verse (director or teacher led) and listen to general announcements. Use this time to generate excitement and interest in the daily lesson. Students should sit with their class and their vests should be put on as soon as they enter the building. |
| Class Time | 45 Minutes | Students are dismissed to class and will be with their individual classes during this time. It is important that the students fill out their attendance sheet so the registrar can collect these at this time. |
| Snack/Activities | 20 Minutes | Following class, students gather as a large group to have snacks. Depending on number of students and ages, sometimes the group does one large activity or will break into smaller groups. The activity director will use his or her discretion to determine the activity for the day. |
| Closing Assembly | 10 Minutes | Students will gather as one large group to dismiss. It is a good idea to sing a couple songs, ending with one that calms their hearts to pray and dismiss. Parents are encouraged to come into the closing assembly so a recap of the lesson very briefly is also encouraged. |

Registrar Information

The registrar has a very important job to keep all the records up to date. It is important to establish a method that will work with your Church and number of students. If there is a large number of students, it will be helpful to have two registrars.

1. Register new students using the emergency enrollment form, record sheet and social media release. All of these forms should be filed in a large binder separated by the form type and class.
 - a. Section 1: Emergency Forms
 - b. Section 2: Social Media Release
 - c. Sections 3+: These sections will contain separate classes record forms.
2. Collect Attendance sheets fifteen minutes after class has begun and record information during class time. This allows you a chance to check for discrepancies and add new students.
3. If there is a class with a student needing to recite verse, pull that student at the time when you collect attendance. Or if the teacher would rather the students recite their verses in class, be sure to communicate that with the teacher.
4. Collect project proposals and completion forms. File in a Service Project binder or file. Directors need to approve the form and will sign off when they are approved. Be sure to submit new forms each week to the director. Please copy this form and return one copy to the student or parent so they can proceed with their project.
5. Please alert snack attendants to any new students with food allergies.
6. Communicate with the director regarding email correspondence and determine who will be emailing important information to the parents.
7. When a student has earned a pin, fill out the “pinning” sheet and be sure the director has this information so the student can receive their pin at the next club meeting. Record when the student was pinned by observing the opening assembly and recording the date in the record book.

Source Guide

Materials: Each child will need a lesson card or leaflet set for the year. In addition, each teacher needs one teacher guide set. Visit <http://www.icplit.org> to order your materials.

Vests: Each child will need one hunter green vest. The vest will keep their pins/patches through the year. As the child grows, the pins can be moved to the next size up. Each year a new “year” patch will be added.

1. Vests can be purchased from this website <https://www.apronoutfitters.com>
2. Or, if you have the resources the vests can be sewn using a hunter green fabric.

Character Club Patch and Year Patches: Each vest will have the Character Club patch on the left side. Each year a child participates they will add a “year 1,” “year 2,” “etc.

1. The Character Club patches can be ordered from <https://www.custompatches.net>
 - a. Character Club Logo Patch is 2527127. Please reference this number when ordering your patch.
 - b. Year 1 Patch is reference number 2527128



Pins: A variety of sources are available to order the pins from. These are the recommended companies:

1. Quarterly Character Merit: Jones School Supply - small bar chenille pin
<https://www.jonesawards.com>
2. Fishers of Men: Church Supplier – Fish Hook
https://www.churchsupplier.com/shopsite_sc/store/html/index.html
3. Memory Master: Oriental Trading Company- heart pin:
<http://www.orientaltrading.com>
4. Service Project: Jones School Supply – service pin
<https://www.jonesawards.com>
5. Perfect Attendance: Jones School Supply – perfect attendance pin
<https://www.jonesawards.com>

Activity Suggestions:

The activity director is responsible for developing an activity for each club session. These activities do not have to match the Character trait. It is up to the activities director to plan activities appropriate to age and number of children. Pinterest and Google search are also helpful in looking up activities for the children to participate in. The following is a very small sampling of ideas to get you started. Activities should last about 10-15 minutes (depending on how quickly snack time is completed).

Hot & Cold:

Choose one student to be the hunter and have that person step into the hallway. Hide a small item (we use a white board eraser) somewhere in the room. Call the hunter back in and have him/her start searching for the object by walking around the room. If the person is far away from the object, students say "cold." When the hunter is close to the object, students say "hot." This is a great opportunity to practice shades of meaning by having students use various words according to the degree of hot- or cold-ness - icy, freezing, frigid, blazing, warm, scorching, etc.

Tele-Draw

This game is a lot like telephone except your passing on a drawing. Place the kids in different groups and ask them to sit in a line all facing the same direction (forward). On a white board I draw a picture and only show the last person in each line. They go back to their group and draw it with their finger on the person in front of them. They transfer the message to the front of the line. The first person in the line has a whiteboard and marker. They draw what they think the picture was on the board and all the whiteboards are revealed at the same time. I then show the whole class the picture I drew on my board.

Wacky Drawing:

Wacky Party Drawing Activity: Paper, markers, and a few friends are all you need to create fun fashion drawings -- a group activity that will have participants laughing out loud. Fold 8 1/2-by-11-inch sheets (one for each guest) into fourths horizontally; unfold. The first person draws in the top section plus a bit of the next, then hides her portion by folding it down and passes the paper to the next person, who continues the picture in the second section, and so on until the artwork is finished.

Up and Down, and All Around:

Supplies: Balloon

Game: Form teams of five or six players. Each team lines up single file. Give a balloon to the first player on each team. At signal, he passes the balloon over his head to the second player. That player passes it between his legs to the third player who passes over his head and so on. The last player takes the balloon and runs to the front of the line to start the passing again. When the first player returns to position at the head of the line, he runs with the balloon around his team and they give a victory cheer.

Extra Information:

For more information about the Character Code for Life material or Character Club, please contact Bill Johnson at the International Christian Publishers.

Email Bill Johnson at billjohnson@icplit.org or visit the website <http://www.icplit.org>

Redmond Missionary Baptist Church in Redmond, Oregon piloted the Character Club during the 2017-2018 school year. For more direct questions or inquiries about how to set up the club, workers, needed, or general operation questions please feel free to contact them. In addition, there are helpful links on their website to get you on your way to a successful year.

Please contact them at info@redmondmbc.org or visit the website www.redmondmbc.org