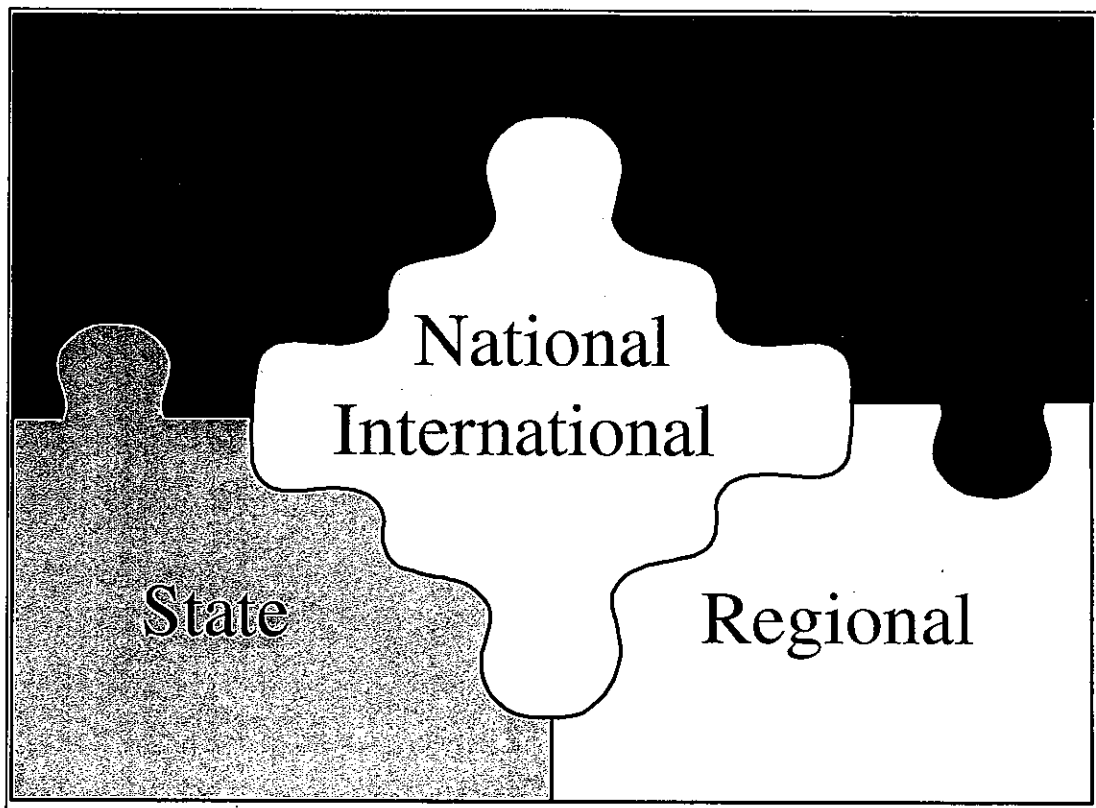


The Organizational Guide of The Sunshine Band



“Bringing all of the pieces
together!”

The Organizational Guide of the Sunshine Band

PREFACE

"Train up a child in the way he/she should go..."Proverbs 22:6

With a deep consciousness of the growing needs of our children, it is with great pleasure and a privilege to again prepare a revised Guide for the Sunshine Band. Much time, thought and study have been put into these pages for your guidance as leaders. This guide contains information for those who are sincerely dedicated and concerned about the souls of children everywhere. We recommend that workers include in their library along with the Holy Bible this Sunshine Band Guide, and the Topics. In doing so, you will have equipped yourself with the resources to meet the needs of the many children and youth who need guidance and training.

The main purpose of child evangelism is soul winning of children. The fundamental purpose of the Sunshine Band is to "Train up a child in the way he/she should go, and when he/she is old, he/she will not depart from it" (Prov. 22:6). For "even a little child is known by his doings, whether his/her work be pure, and whether it is right" (Prov. 20:11). The organization of the church Sunshine Band was specifically designed to address the needs of children, from ages two through twelve with Bible truths and lead them to love God's Word.

We are asking that you teach all of the material in the Curriculum Guide. You are welcomed to utilize other visual aids but in all of our gathering of material we must keep that in mind and Christ must be the center of all lesson plans and preparations. Daily we hear and see how our sin is claiming our youths through crime and many other evils, it is urgent that we reach and gather children to the house of God.

The guide for Sunshine Bands has been carefully prepared for the purpose of providing structure and organization for the various levels of the Band. It also includes suggestions for working with the parents of children in your group.

Dr. Lytia R. Howard

DIAGRAM OF GENERAL ORGANIZATION

General Supervisor of Women
International Sunshine Band President
Area Supervisors
Regional Sunshine Band Presidents
State Mother
State Sunshine Band President
District Missionary
District Sunshine Band President
Church Mother
Local Sunshine Band Presidents
Teachers
Secretary, Treasurer and Class Monitors

Responsibilities Of Officers In The Sunshine Band

Regional President

1. Implements the vision of the Sunshine Band by disseminating information from the national to the jurisdictions.
2. Is responsible for recruiting and training all new and continuing Sunshine Band Workers. Serves as a resource for jurisdictional presidents.
3. Schedules meaningful activities and conferences to strengthen the jurisdictional bands.
4. Visits jurisdictions. Keeps calendar of past, present and future events, attends meetings and programs.
5. Represents the national president at varying occasions.

State Leader-Jurisdictional President of Sunshine Band

1. Implements the vision of the Sunshine Band by disseminating information from the national to the district and local churches.
2. Is responsible for recruiting and training all new and continuing Sunshine Band Workers. Serves as a resource for the district and local presidents.

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3. Where possible a State Newsletter including activities, highlights and general information should be distributed to the district and local churches. Always have some ideas.
4. Keeps a calendar of past, present and future events, and attend meetings and programs. Don't forget to visit the people that you serve and serve you.
5. Helps set up a library that includes resource materials for and about children.
6. Recognizes staff for the small things, remembering that a little encouragement goes a long way. Praise good work. Exceptional work or performance should be highlighted during state meetings. Know the work and the workers with whom you serve. Exercise teamwork.
7. Expand offerings of the jurisdictional districts which may include such activities as round-ups, summer camps, recreational activities, Bible Bowls, field trips, concerts, mini-conferences, etc.
8. The State Sunshine Band President is responsible for an activity fee to the National Sunshine Band. This activity fee is used to undergird the expenses for the Office of the National Sunshine Band. The activity fee is due in April and October of each year and should be made payable to The Sunshine Band and mailed to: P O Box 54896, Atlanta, GA 30308.

District Presidents:

1. Have frequent meetings with the State President; serve as resource for local president and support to state president and keep the state president informed.
2. Meet with local and district workers to determine staff, scheduling, and needed materials.
3. Meet with local presidents and district workers to conduct training meetings and workshops; offer combined training activities where bands are too small for specialized activities and visit churches and access needs.
4. Give specific assignments to each worker, plan programs and meet with parents.

5. Discuss with your staff procedures concerning Bible learning, discipline, and moving from one activity to another.
6. Determine all materials needed by workers.
7. As leader, make sure that you pay all reports that are due.
8. Encourage staff and praise good work.
9. Order all supplies from the national office.

Local Presidents and Workers

1. Have frequent meetings with the District President; maintain communication between district president, department staff and keep the district president informed of all activities.
2. Supervise all departmental activities and keep department on schedule.
3. Plan Sunshine Band work time. Conduct staff meetings as needed.
4. Make sure that all student records are completed.
5. Encourage other local workers and praise good work.
6. Turn in all reports to district workers.
7. Order all supplies from the national office.
8. Plan a weekly meeting with your class.
9. Be an asset to your church – accept responsibility to help around the church and support financially. Support your local pastor.
10. Conduct a quarterly parents' meetings and provide them with your planned meetings and events.
11. Keep records and take plenty of photographs.
12. Involve children on local, district, state, national and international levels.
13. Attend meetings and workshops.
14. Teach the children to love the church and the church building by keeping it clean and orderly.

Secretary/Finance Secretary

1. Assists with registration of all participants including sunshiners and teachers (name, address, church, telephone number, etc.). Makes sure every child has a membership certificate.
2. Keeps records of meeting minutes, attendance and program and project projections.
3. Prepares and distributes memos from leaders and duplicates necessary materials.
4. Keeps records of birthdays of children and funds received and spent.
5. Attends meetings and workshops.

RULES FOR VISITATION

Regional, State and District President

By the First National President, Mrs. Lydia Hinsley

1. Notify the pastor, and the church mother before going to a church.
2. Upon arrival, present your license, appointment and fellowship card. Explain your objectives.
3. Use the allotted time; if more time is needed, ask.
4. Plan a program before going. Take Sunshine Band Materials and forms with you.

ORDER OF ORGANIZATION

(Local Sunshine Band)

Sunshine Band Officers (the president is selected by the leadership of the church)

President

Vice President Vice President (Adult)

Teachers

Secretary Secretary (Child)

Treasurer (Child with parent being responsible)

The vice president, secretary and treasurer are usually selected by the President. Other officers are monitors who will assist the President in distributing supplies and keeping order. These are usually elected by the class.

NATIONAL ANNUAL MEETINGS

Each year during the Women's International convention, we will conduct an annual business meeting and time of fellowship. During this time, Presidents (Local, District, State and Regional) and other workers interested in the Sunshine Band can meet to share information to improve the quality of our groups and discuss any problems and/or concerns that need to be addressed. In addition during this meeting we will share some other techniques and strategies that have helped the Sunshine Band be successful. Our hope is to inspire the presidents to not stop at just having a *good* Sunshine Band, but, developing an *excellent* Sunshine Band.

We will also meet during the national Holy Convocation to conclude any business that remains. The main meeting will be held during the Women's Convention for it is our hope that all presidents will strive to be Red Card Delegates to each convention.

COLORS

Standard Uniform colors for Children: Yellow, Navy Blue, and White

The basic uniform should be:

Boys: Official Uniform T-shirt, Navy Blue Pants, Navy Blue Socks with Black Shoes.

Girls: Official Uniform T-Shirt with Blue Skirt; Black Shoes, White socks or tights.

Standard Uniform for Adults: Navy Blue Suits or White Suits with yellow shells.

Ordering Sunshine Band Supplies:

All supplies are available during the National Holy Convocation and The International Women's Convention. Items are available at conventions that will not be available throughout the year. Between the conventions, T-shirts and Fresh Start Resource Handbooks will be available. It takes approximately seven days for an order to be processed. Rush service is available for an additional service fee.

SUGGESTED ORDER OF SERVICE FOR LOCAL PRESIDENTS

I. Call to Order by Local President

Devotions

Song

Prayer

Responsive Reading**:

Teacher: Enter into His gates with thanksgiving, and into His courts with praise. Be thankful unto Him, and bless His name.

Class: In everything give thanks: for this is the will of God in Christ Jesus concerning you.

Teacher: Children, obey your parents in all things; for this is well pleasing unto the Lord.

Class: Love you enemies, bless them that curse you, do good to them that hate you.

All: Be kind one to another, tenderhearted, forgiving one another.

****Other Responsive Readings: Psalms 100, Psalms 1, Psalms 23**

Song

Meeting Minutes

Offertory

II. Lesson Exposition by the Teacher.

III. Free Period for dramatic demonstrations of lesson, arts and crafts, music, recreation, computer activities, refreshments.

IV. Closing and Benediction.

SUGGESTIONS FOR THE TEACHER

The suggestions for the teacher are divided into four sections:

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|----------|-------------|
| •pupils | •parents |
| •lessons | •activities |

A. Concerning Pupils

1. Try to establish and maintain open rapport with the children.
2. Make use of talent among all of the children.
3. Encourage children to be creative.
4. Stress courteous and respectful behavior.

B. Concerning Parents

1. Let parents know what their children are doing and will be doing at all times.
2. Have a parents meeting occasionally to discuss problems, success and/or suggestions in working with children. See section on Parent Awareness Meetings.
3. Give parents advance notice for meeting dates, special services and expenses.
4. Always notify parents when there is a change of plans.

C. Concerning the Lessons

1. Study the lesson carefully, reading reference materials to aid you in presenting the subject matter to pupils. If possible, use visual resources such as flannel boards, puppets, pictures, posters, VCR's, etc.
2. See that suitable materials are provided for each lesson (as pictures to be colored, games to be played, etc.).
3. Methods of instruction should be adapted to the ability of the class.

NOTE: Where there is a large group of children, divide them into classes. Arrange classes according to age and ability to assimilate lesson matter. The children should be divided into Sunbeams, SunRays and Illuminators. Develop creative ways to give children attention who need special attention without penalizing the group. Where possible, have additional parent volunteers, teachers and helpers to provide the additional support that is often needed. To the vast differences in ages of the children, team teaching is an effective for Sunshine Band classes.

4. Teach the children:

- a. the various leaders of the church on national, regional, state, district and local levels.
 - b. the simple doctrinal points as: (See Curriculum Guide for expanded list)
 - God created the heavens and the earth. (Gen. 1:1)
 - God is the creator of all things.
 - The trinity: God, His Son—Jesus the Christ and the Holy Ghost.
 - c. the pledges of allegiance to the Bible, the Christian Flag and the United States Flag.
 - d. how to participate in the church and basic rules for behavior.
5. Avail yourself of a good reference Bible, dictionary and concordance.

D. Concerning Possible Activities

1. Have each child to keep a notebook; to paste his/her pictures in it, to carry out suggestions for each lesson in his/her notebook. The teacher should check each notebook once per month for neatness, content and completion. Set up a system for rewarding as by points, stars, stickers, etc., for the best, good, fair or exceptional notebook.
2. Have crusades for members. Reward children for bringing new members. Visit neighbors in the church's community inviting their children.
3. Have a Sunshine Band Choir, Drama Unit, Vocal Chorale and/or musical band.
4. Utilize crafts such as painting, macramé, knitting, clay crafts, etc., where possible.

Parent Awareness Program

Goals and Objectives:

- *To empower parents with information that will facilitate their skills in rearing their children;

- *To allow parents the opportunity to come together and express mutual concerns and issues;
- *To provide information that facilitates preventive measures for problems that children may encounter;
- *To present your Sunshine Band programs, objectives, goals, expectations, and schedules;
- *To provide a support group for parents;
- *To become a viable source for the Sunshine Band, the church, and the community;
- *To unite and raise funds for upcoming activities; and
- *To unite as believers and to present unto the Lord and the world children who truly represent a "Chosen Generation".

Tips for A Successful Parent Awareness Program

1. Pray before, during, and after making your plans.
2. Have a planning meeting for the event.
3. Keep your leaders informed.
4. Make your expectations clear.
5. Keep your focus on the children.
6. Inform participants of their responsibilities prior to the event.
7. Genuinely appreciate the parents for their participation.
8. Be punctual; start your meeting on time and dismiss when the business is complete.
9. Réceive an offering.
10. Always end on a positive note.

Suggested Workshop Topics

Parenting

Health for Today and Tomorrow

Handling Peer Pressure At All Ages

What Every Child Should Know/What Every Parent Should Know

Raising The Chosen Generation

Warning Signs: Discerning and Trouble Shooting Problems

Empowering My Child: Choices, Self-Esteem, Christian Values

Careers: Career Fairs, College Fair/Tours

Life Skills

Developing A Healthy Family

Preparing For "The Teenager"

(Making the transition from Sunshine Band to Purity)

The Sunshine Band

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