

Good News Across the Web

Online Good News Club® Manual

USA V2.0

For use during this extraordinary time when Good News Clubs are not able to meet in person.



Since 1937

CEF
CHILD EVANGELISM
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Reaching children worldwide™

INTRODUCTION

Dear CEF Missionary,

We are in extraordinary times when schools are temporarily closing, or not allowing after-school activities and it is not possible to hold a *Good News Club* face-to-face with children.

Because our call to reach children with the Good News doesn't end during a national emergency, we would like to introduce to you the idea of Good News Across the Web—a *Good News Club* online. Children and the teachers can be in their homes, but still see and listen to each other live online. These online platforms allow teachers to maintain their connection to the students they have been discipling during face-to-face Good News Clubs.

Our hope is that this manual will serve as a guide as your team, out of necessity, moves Good News Clubs to online using web conferencing services.

Whether you are new to using online web services or a pro, there will be new opportunities and challenges in adapting the standard *Good News Club* into this platform. Please share your experience—success and challenges—with USA Ministries at usa@cefonline.com so that we can share with the rest of the country. (*CEF* staff will find a growing list of ideas by searching the staff Resource Library for GNAW.)

We know that, despite obstacles, God will bless your efforts.

Every blessing,

Fred Pry
Assistant Vice President
Child Evangelism Fellowship Inc.
USA Ministries

OVERVIEW

- This manual is for online GNCs that need to be established due to schools not opening or eliminating after-school activities due to COVID-19.
- Online *GNC* should be taught by screened and trained teachers and volunteers.
- **The *CEF* Child Protection Policy applies to online clubs.** Specific to online, all adults involved in the club must be screened. No chat rooms outside the chosen platform (no closed doors). No conversations or chats without two screened adults being present. Children should never be in a conversation or chat room without adults present. (Turn off the private chat feature to prevent chats between children.)
- Online *GNC* cannot be publicly broadcast. The URL must be hidden. It may only be shared with parents that have registered their children for the club.
- Online *GNC* can be publicly promoted within a chapter's boundaries. The promotion should NOT include a link to the club but rather information about where to obtain a registration form.
- It would be best to organize online clubs by school and school district. This will make transitioning to a physical *GNC* easier when clubs are able to meet in person.
- Students may only be allowed access to the club if there is a parent permission on file.
- Teams should consider a practice *GNC* to work out kinks with technology.
- If you have a group over ten, consider breaking into age groups and having consecutive clubs, changing the host to allow for an additional session. If your group is small (approximately 10 or less) consider holding online clubs on the same day and time as your physical *GNC* was held as volunteers are already available.
- The online *Good News Club* may be counted toward statistics. This is only for these unusual situations where schools cancelled due to health concerns or after school activities are cancelled.
- Good News Clubs or training events presented online may not be recorded.
- *CEF* staff will find a growing list of ideas by searching the staff Resource Library for GNAW.

PROMOTION AND PARENTAL PERMISSION

INVITATIONS to the *GNC* may be shared publicly and include a way to request a registration form. The *GNC* invitation must not include the link to the club. [Download an invitation/flyer](#).

A **REGISTRATION FORM** must be received from the parent before sending a link to the online *GNC* meeting place. Registration forms may be fill-in forms or an online form. [Download a sample registration form](#).

Sample Registration Confirmation to Parent

Subject Line: Online Good News Club Information

Hello [Parent/Guardian Name],

Thank you for registering your child(ren) for our online *Good News Club*[®]. We will be using the **free Zoom** platform.

Our online *Good News Club* is on every **Monday at 3:00 PM starting [Date]. Our last online club will be **[Date]** or until we can meet in person. Join with a smartphone, tablet, or computer at this link **[LINK]**. Follow the instructions on the page.**

To protect your children, we continue to follow the *CEF* child protection policy. In addition, only people with the private meeting link and parent's permission will be able to join these meetings. Please feel welcome to join the meeting with your children.

Please be aware that these are video meetings; by default, everyone in the meeting will be able to see each other. There are options to disable your video if you wish. All students will be muted upon joining and will only be unmuted when answering questions or singing songs. Students should use a device in a public area of the house (not in bedrooms).

If you have any questions or concerns, please reach out. We want you to feel comfortable with this process. You can respond to this message or call me at: **[XXX-XXX-XXXX]**.

[Signature line]

ONLINE SAMPLE SCHEDULE

With some club times restricted to 40 minutes due to limits with free online services, an online *Good News Club* schedule will be different than usual. These schedules apply **only** to these special situation online Good News Clubs.

Online, children’s attention spans are shorter than face-to-face *GNC*. Keeping the club under 40 minutes is recommended.

REQUIRED COMPONENTS	<ul style="list-style-type: none"> • Bible Lesson (15 minutes) • Memory Verse (8 minutes)
EXAMPLE FOR A 40-MINUTE ONLINE GOOD NEWS CLUB	<ul style="list-style-type: none"> • Song (4 minute) • Bible Lesson (15 minutes) • Memory Verse (8 minutes) • Wonder Time (3 minutes) • Counseling (10 minutes)
REVIEW GAME TOOLS <i>(Tools may have associated costs)</i>	Kahoot.com Quizziz.com

CEF staff will find a growing list of ideas by searching the staff Resource Library for GNAW.

Review Games and Verse Repetitions Suitable for Online

Ask your *CEF* leader for a list of review games and verse repetitions suitable for online Good News Clubs.

Share your ideas by emailing usa@cefonline.com.

Child Protection Policy

The *CEF* child protection policy must be followed for online *Good News Club*. Considerations for online clubs:

- All workers must be successfully screened.
- No chat rooms, conversations or video outside the chosen platform (no closed doors).
- No conversations or chats without two screened adults being present.
- Children should never be in a conversation or chat room without adults present. (Turn off the private chat feature to prevent chats between children.)
- Please contact your state office with questions.

Starting Club

Assign a technical person to manage the online club. The duty can be shared but there should be a person focused on tech aspects for the entire club. It is not possible to manage tech and teach at the same time. Tech duties include:

- Starting the meeting online
- Taking attendance
- Managing interactions with children (hand raising)
- Sharing song links and other media.
- Monitoring that the teacher is on screen
- Monitoring background movement of children's screens to blackout if needed

As children arrive in the waiting room, verify that a *GNC* registration form is on file before allowing them access to the club.

Take attendance and report statistics to your local *CEF* office.

If a child joins the conference under their parent's name, host should rename the screen name to child's name.

Verify that video of children and their surroundings are appropriate.

Etiquette

Be aware of background sights and sounds that will be captured by the camera and microphone.

Eliminate any possible distractions such as household clutter, phone notifications, alarms, laundry alerts. What will the children see and hear when you are presenting?

Direct eye contact into the camera while speaking gives students the impression that you are looking at them rather than off to the side.

PHONE CAMERAS—Use a tripod. If you are teaching, be aware of how your students see wording and adjust accordingly related to front and back facing camera.

Follow Up

Ideas to follow up with families through an email to parents.

- Quiet Time Activity Sheets*
- Memory Verse Tokens*
- Link to U-NITE for songs
- A link to the Do You Wonder Why www.cefonline.com/why
- An invitation to like the Facebook page of the partnering church or a link to their website.
- Information about the next Good News Club.

**Only for the purpose of online clubs held due to school cancellations during COVID, you have copyright permission to provide PDFs of Quiet Time Activity Sheets and Memory Verse Tokens to parents. Permission is NOT given to post them publicly to the internet.*

Interaction

Teach children to use the interactive buttons: raise hand, clap, thumbs up. Usually hosts do not have these options but they can see if someone has “raised their hand.”

Interaction with children should be by video or interactive buttons. Because of the age of most of the children we do not recommend using the chat room feature where children are required to type.

Bible Lesson

When reading from the Bible, make sure it is viewable on camera.

Make sure the visuals/flashcards are in full view of the camera when teaching. Stand as close as you can to the camera without cutting anything off the screen, so that children can clearly see the visual.

Invitation

Child can use the “raise hand” button to the right of their screen.

Counseling can be done as a group. (See counseling.)

Counseling

If using the free version of Zoom or similar platform, time for counseling must be calculated within 40 minutes.

Present the invitation at the end of club.

Tech person should clear all raised hands before the invitation is given.

Instruct students who would like to know more to “raise their hand.”

End club and disconnect students that did not respond to the invitation.

Group counsel the students who raised their hand.

Two adults must always be present and seen during a chat or online meeting, even during counsel time.

Bring A Friend

Provide a link to the *Good News Club* **invitation** to parents so children may invite friends.
(Registration form must be received before providing link to club.)

COPYRIGHTS

The following permissions are granted only during the time that schools are not in session due to an emergency or for safety reasons.

Quiet Time Sheets and Verse Tokens

Permission is granted to send parents digital copies of Quiet Time sheets and verse tokens for the *GNC* lessons scheduled for this school year. These should not be modified in any way without requesting permission to do so from copyrights@cefonline.com.

Bible Lessons, Verse Visuals and CEF Song Visuals

Permission is granted to display *CEF* copyrighted Bible lesson visuals, verse visuals and song visuals through conference services using private links.

Songs on U-NITE

Links for the *CEF* YouTube channel, U-NITE may be shared during club.
<https://www.youtube.com/unitekids>

CEF Song Recordings or Song Videos

Any *CEF* song that has been purchased through DVD or download may be used in clubs that have a password or hidden URL. They cannot be added to websites or made available for download or on social media.

A special note about online demos

In this manual, online clubs are for the purpose of continued discipleship of students by their known teachers. Therefore, no permission is given to use recorded lesson demonstrations.

Other Copyrighted Material

For other materials, including those owned by *CEF*, copyright permission must be obtained from the copyright owner to present the material in a video conference. This applies, but is not limited to:

- All aspects of songs (visualization, music, lyrics, arrangements)
- Video clips
- Images
- Sound recordings

Training

During times of emergency and where the CDC has guidelines limiting the number in a gathering, an exemption is granted to section 200.2.8 Training Online, paragraph three under the following conditions.

Training may be presented online when:

- The training recording or live training event is accessible by a hidden URL—one that is not publicly available.
- The URL is provided only to people within a chapter's boundary. The URL cannot be promoted publicly.
- Permission is granted to display *CEF* copyrighted Bible lesson visuals, verse visuals and song visuals.

Please refer to copyrights.

FAQs

Please email usa@cefonline.com with additional questions. As you discover solutions, we would love to hear about them so that we can share with our fellowship. Email usa@cefonline.com. Staff may search the staff Resource Library for GNAW for the latest ideas.

May online demos be used on our website?

No. Live teachers that know children in their club are needed for online *GNC*.

Who conducts the club?

The same *GNC* teachers and volunteers that have been building relationships with children in the face-to-face *GNC*. The team will need to add a technically minded person to operate the technical aspects.

What is the best time to schedule an online *GNC*?

For small groups (approximately 10 or less) use the same day and time as your previous *GNC*. Your team and children already have that time set aside for *GNC*. For groups larger than ten consider breaking clubs down by age group to allow quality video and interaction.

Since there will be no physical contact with children, is it necessary that all *GNC* team members are screened?

Yes! Especially online. We cannot ease our standards for protecting children in our care even during times of national emergency.

Can we promote the online *GNC* publicly?

Yes, only if clubs cannot meet in person due to COVID restrictions. Promotions must not include a link to the club but rather information on where to get a registration form.

Promotion should be limited to your chapter boundaries.

Can we start new *GNC*s using this format?

Yes, but only when clubs cannot meet because of COVID restrictions.

Can children invite friends?

Yes, with the parent's permission. See "Bring A Friend" in this guide.

May we use a video conference service that is not listed in this guide?

Yes, if the platform has the following features:

- Only accessible through a private link (no public online meeting places)
- All CPP guidelines can be followed
- Parent permission can be verified

Does IHQ provide training on the video conferencing platforms?

Zoom tutorials are available. Access information is on the staff website. Additionally, each platform provides their own help buttons and tutorials.

How often can you use the 40-minute sessions in the free versions of the platforms?

There is no limit to the number of 40-minute sessions.

WEB PLATFORMS

Platforms that have the following features may be used:

- Only accessible through a private link (no public online meeting places)
- All CPP guidelines can be followed
- Parent permission can be verified

The next few pages describe two online video sharing platforms teachers can use to host a *Good News Club* online. With Zoom and EZ Talks, teachers will have an easy and quick way to set up a club by sending the parents a link.

Teachers will be able to interact with their students by muting and unmuting at their leisure. It is best to have one technical person managing the classroom, while another teaches.

ZOOM

ZOOM tutorials created by *CEF* are available on hidden links. These links should not be posted publicly.

YouTube Playlist:

<https://www.youtube.com/playlist?list=PLXttVd9iRBk1xP3DZhuArQJG27XnaTnaG>

Individual Video Links:

Creating a Zoom Account – <https://youtu.be/1ok5tQP6FZ0>

Configuring Your Zoom Settings – https://youtu.be/zxaF_dspPq4

Having Your First Zoom Club – <https://youtu.be/hnX4qrds1EQ>

Additional Training

<https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials>

Website - <https://zoom.com>

Zoom can either be free or a paid service. <https://zoom.us/pricing>

Test audio and video before joining a meeting <https://zoom.us/test>

The free version provides 40 minutes to conduct the club and it will start as soon as three people join the meeting.

Zoom offers a pro version for a monthly fee. This paid version removes the 40-minute limitation and would allow for a longer club.

It is highly recommended you use your computer for the setup of the meeting. The step-by-step

below does not work well on a phone. However, once it is set up through the computer, you can use your phone for the meeting. Go to your phone's app store to download the app.

Google Play: <https://play.google.com/store/apps/details?id=us.zoom.videomeetings>

Apple App Store: <https://itunes.apple.com/us/app/id546505307>

ZOOM Step-by-step Setup

1. Create a Zoom account <https://zoom.us/signup>
 - a. You can sign up using your Google or Facebook account
 - b. Enter your preferred email address. Zoom will send an email to that address with further instructions for creating your account
 - c. Follow the instructions in the email
2. Login to your new Zoom account <https://zoom.us/signin>
3. Configure your account profile <https://zoom.us/profile>
 - a. Upload the online GNC logo
 - b. Update Language if needed
 - c. Update Date and Time if needed
4. Set up your first scheduled online GNC <https://zoom.us/meeting/schedule>
 - a. Topic: [Chapter Name] online GNC
 - b. Description: Join us for our first ever online GNC
 - c. When: Select the appropriate date and time for the online GNC
 - d. Recurring Meeting:
 - i. Recurrence: Weekly
 - ii. Repeat Every: 1 week
 - iii. Occurs on: Select the day for club
 - iv. End Date: Select a date far into the future to ensure future clubs are automatically created
 - e. Security
 - i. Meeting password: (If you choose to use a password, be sure to include it in the meeting information to parents.)
 - ii. Waiting Room: Check On
 - f. Video:
 - i. Host: Set to “On”
 - ii. Participant: Set to “On”

- g. Meeting Options:
 - i. Enable join before host: Check this option
 - ii. Mute participants upon entry: Check this option
- h. Click "Save" to complete meeting setup
- 5. Send the invitation
 - a. Copy Zoom meeting Join URL
 - i. This URL is the same URL for all future online GNC meetings. You won't have to send a different URL each week.
 - b. Send invitation to parents/guardians of GNC children
 - i. See "Invitation to Parent" in this manual
- 6. Download Zoom application https://zoom.us/download#client_4meeting
 - a. Follow the instructions on the Zoom website to download and install the Zoom Meeting application to your computer
- 7. Start the online GNC <https://zoom.us/meeting>
 - a. Click "Start" to initiate the meeting
 - b. When prompted, allow the Zoom Meeting application to open
 - c. You will then be added to the Zoom Meeting
 - d. Click "Join with Computer Audio" to allow participants to hear you
 - e. Remember by default all participants will be muted
- 8. Conducting the online GNC
 - a. Waiting Room
 - i. As students arrive in the waiting room, verify that a registration form is on file before allowing student access to the meeting.
 - b. Managing Participants: manage all participants by clicking "Manage Participants" in the menu bar
 - i. When this is selected, a side bar will open for viewing all of the current participants in the meeting
 - ii. By clicking "Mute All" mute all the current participants in the meeting
 - iii. Unmute all the current participants by clicking "Unmute All"
 - iv. You can also mute and unmute participants by finding their name in the side bar and clicking the microphone icon
 - v. If you want them to stay muted, click "More" and turn off the "Allow Participants to Unmute themselves"

c. Ending the Meeting

As the host, when you click "End Meeting" in the menu bar, you will have two options to choose from: "End Meeting for All" or "Leave Meeting"

1. End Meeting for All: This option will end the meeting and close the meeting for all participants
2. Leave Meeting: This option will allow the meeting to continue if a new host is assigned before you leave the meeting. This can be done from the "Manage Participants" side bar.

a. Assigning a new host:

- i. Open the "Manage Participants" side bar
- ii. Find the participant that should be the new host
- iii. Hover over the participant's name and click "More"
- iv. Select "Make host"
- v. Note: It is important to assign a new host before you leave the meeting to ensure the proper participant becomes the new host. Otherwise Zoom will automatically select a participant to be the new host.

EZ TALKS

EZ Talks can either be free or a paid service:

<https://www.eztalks.com/pricing>

Test audio and video before joining a meeting:

<https://support.eztalks.com/how-to-test-the-audio-and-video-before-joining-a-meeting>

The free version provides 40 minutes to conduct the club and it will start as soon as the host teacher joins the meeting.

EZ Talks offers a pro version for a monthly fee. This paid version removes the 40 minute limitation and would allow for a longer club.

It is highly recommended you use your computer for the setup of the meeting. The step by step below does not work well on a phone. However, once it is set up through the computer, you can use your phone for the meeting. Go to your phone's app store to download the app.

Google Play Store: <https://play.google.com/store/apps/details?id=com.eztalks.android>

Apple App Store: <https://itunes.apple.com/us/app/eztalks-cloud-video-conference/id1109287539?l=zh&ls=1&mt=8>

EZ Talks Step-by-step Setup:

1. Create an EZ Talks account <https://www.eztalks.com/uc/signup>
 - a. You can sign in using your Google or Facebook account
 - b. Enter your preferred email address. EZ Talks will send an email to that address with further instructions for creating your account
 - c. Follow the instructions in the email
2. Login to your new EZ Talks account <https://www.eztalks.com/uc/signin>
3. Download EZ Talks application <https://www.eztalks.com/download>
 - a. Follow the instructions on the EZ Talks website to download and install the EZ Talks Meeting application to your computer
4. Set up your first scheduled online GNC
https://www.eztalks.com/uc/meetings/upcoming/schedule_meeting
 - a. Topic: [Chapter Name] online GNC
 - b. Start Time: Select the appropriate date for your club
 - c. Description: Join us for our first ever online GNC
 - d. Recurring Meeting: (This can only be configured through the desktop app or mobile app)
 - i. Recurrence: Weekly
 - ii. Repeat Every: 1 week
 - iii. Occurs on: Select the day for club
 - e. Click "Schedule" to complete meeting setup
5. Send the Invitation <https://www.eztalks.com/uc/meetings/upcoming>
 - a. Get EZ Talks meeting Join URL
 - i. Click "More..."

- ii. Click "Invite"
 - iii. Click "Copy Link"
 - iv. Note: This URL is the same URL for all future online GNC meetings. You don't have to send a different URL each week.
- b. Send invitation to parents/guardians of GNC student
- i. See "Invitation to Parent" in this manual
6. Start the online GNC <https://www.eztalks.com/uc/meetings/upcoming>
- a. Click "Start" to initiate the meeting (Note: This will begin the 40 minute countdown. When this reaches zero the meeting will end)
 - b. When prompted, allow the EZ Talks application to open
 - c. You will then be added to the EZ Talks Meeting
 - d. Click "Join with Computer Audio" to allow participants to hear you
7. Conducting the online GNC
- a. Waiting for Students to arrive
- i. Allow for a couple minutes as students join the meeting. As students arrive, verify that a registration form is on file before allowing student access to the meeting.
 - ii. Managing Participants: You can manage all participants by clicking "Manage Participants" in the menu bar
 - iii. When this is selected, a side bar will open where you can see all of the current participants in the meeting
 - iv. Mute all current participants by clicking "Mute All"
 - iii. By clicking "Unmute All" you can unmute all the current participants in the meeting
 - iv. You can also mute and unmute participants by finding their name in the side bar and clicking the microphone icon
- b. Ending the Meeting
- i. As the host, when you click "End Meeting" in the menu bar, you will have two options to choose from, "End Meeting for All" or "Leave Meeting"
1. End Meeting for All: This option will end the meeting and close the meeting for all participants.
 2. Leave Meeting: This option will allow the meeting to continue if a new host is assigned before you leave the meeting. This can be done from the "Manage Participants" side bar.
 - a. Assigning a new host:
 - i. Open the "Manage Participants" side bar
 - ii. Find the participant that should be the new host
 - iii. Hover over the participant's name and click "More"
 - iv. Select "Make host"

Additional Training - <https://support.eztalks.com/video-tutorials-of-eztalks-meetings>

Website - <https://eztalks.com>