

Good News Across the Web

Online Manual

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

usa@cefonline.com



Since 1937

CEF
CHILD EVANGELISM
FELLOWSHIP®

Reaching children worldwide™



INTRODUCTION



Dear CEF Missionary,

We are in extraordinary times when schools are temporarily closing 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 venues 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 moves your current *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 with USA Ministries at usa@cefonline.com so that we can share with the rest of the country.

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 only for online GNCs that will be replacing established GNCs that had to be discontinued due to CDC restrictions on public gatherings.
- Online *GNC* should be taught by the same *GNC* teachers and volunteers that have been building relationships with children in *GNC*.
- 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 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.)
- The main purpose for online *GNC* is for current students. For now, online GNCs must not be promoted on websites or social media unless it is to inform parents of current *GNC* members to contact the *CEF* office.
- Online *GNC* cannot be publicly broadcast. They must use a hidden url that is shared only with parents of current *GNC* members via e-mail.
- 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 other national emergencies.
- Good News Clubs or training events presented online may not be recorded.

Parental Permission



To keep things simple and because this manual applies to only current *GNC* students, parent permission for the online club is secured by the parent providing their children with a link to the online *GNC*. The invitation is primarily for parents of current *GNC* members.

When an invitation is sent to the parent, they make a decision whether or not their child can attend by providing a link to their child or not.

Example Email Invitation to Parent

Subject Line: Online Good News Club Invitation

Hello [Parent/Guardian Name],

We have a way to safely gather online for *Good News Club*[®] during this unusual time when our regular meeting place is not available. We will be using a program called [Zoom/EZ Talks]. This program allows us to meet for *Good News Club* through video conferencing.

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 will continue following the *CEF* child protection policy. In addition, only people with the private meeting link 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.

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 PROGRAM



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)
Optional Components	<ul style="list-style-type: none">• Wonder Time• Song• Review Game• Missions• Gospel Spotlight
Example for a 40-minute GNC	<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>	<ul style="list-style-type: none">• Kahoot.com• Quizizz.com

Some ways to add interaction to an online club:

Verse Repetitions:

- Tech person unmutes children. Children repeat verse in silly voices (robotic, squeaky).
- A child chooses a word in the memory verse and teacher decides on a sound to make in place of that word (moo, quack, etc.).

Review Games (time permitting):

- Pick a number: Split children into two groups (boys vs girls; 1st & 4th grade vs. 2nd & 3rd grade). Ask a review question. When answered correctly the child picks a number between 1-10. Teacher has 10 premade cards with point values (100, 500, 1,000 etc.). The team with the most points wins.
- Zonk: Split children into teams. Have 20 premade cards, 15 cards with point values (100, 500, 1,000 etc.) and five Zonks. When a child answers correctly, the teacher pulls from the bag of premade cards as many times as directed by child. Team keeps all points drawn, except if they draw a zonk, in which case they lose all of their team's points.

Online Good News Club[®]



Child Protection Policy

The *CEF* child protection policy must be followed for online *Good News Club*. Highlights 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 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 log in, verify that a *GNC* registration form is on file for them.

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.

CAMERA

Be aware of background and sounds that will be captured by the camera and may be a distraction. What will the children see and hear when you are presenting?

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. *Only for the purpose of online clubs held due to school cancellations in 2020, you have copyright permission to email PDFs of Quiet Time Activity Sheets and Memory Verse Tokens to parents. Permission is NOT given to post them to the internet.*

- 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*.

Good News Across the Web



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, 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

Currently online GNCs are designed to keep connected with current *GNC* members. You may have situations where new children want to join. In those cases, written or digital parental permission is required. Once a parent has given written permission, send them the information in the parent invitation letter.

Good News Across the Web



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 Copyrights

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 FAQ GNC Online for the latest version of FAQs.

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

Can we promote the online *GNC* publicly?

Not at this time. The purpose of these particular online Good News Clubs is to continue the clubs that could no longer meet due to school cancellations.

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

Not right now. There are a lot of unknowns and we need to work together to figure it out. Please be patient as we work through the details.

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?

No. However, each platform provides help buttons and tutorials.

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

According to our research there is no limit to the number of 40-minute sessions.

WEB PLATFORMS



TOOLS FOR YOU:

ZOOM

EZ TALKS

The next few pages describe 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 would be best to have one teacher managing the classroom, while another teaches.



ZOOM



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 for the computer:

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

ZOOM



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. Meeting password: Uncheck this option
 - f. Video:
 - i. Host: Set to “On”
 - ii. Participant: Set to “On”
-

ZOOM



4. Set up your first scheduled online GNC (continued)
 - 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
-

ZOOM



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 for students to arrive
 - i. Allow for a couple minutes as students are joining the meeting. Some students may be faster than others at joining.
 - b. Managing Participants: You can manage all participants by clicking "Manage Participants" in the menu bar
 - i. When this is selected, a side bar will open where you can see all of the current participants in the meeting
 - ii. By clicking "Mute All" you can mute all the current participants in the meeting
 - iii. By clicking "Unmute All" you can unmute all the current participants in the meeting
-

ZOOM



8. Conducting the online GNC (continued)

- 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

- 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"

ZOOM



8. Conducting the online GNC (continued)

- 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.

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

Website - <https://zoom.com>

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 for the computer:

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

EZ TALK



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.
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EZ TALK



5. Send the Invitation (continued)

- 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 are joining the meeting. Some students may be faster than others at joining.
 - b. Managing Participants: You can manage all participants by clicking "Manage Participants" in the menu bar
 - i. When this is selected, a side bar will open where you can see all of the current participants in the meeting
 - ii. By clicking "Mute All" you can mute all the current participants in the meeting
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EZ TALK



7. Conducting the online GNC (continued)

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

c. 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>
