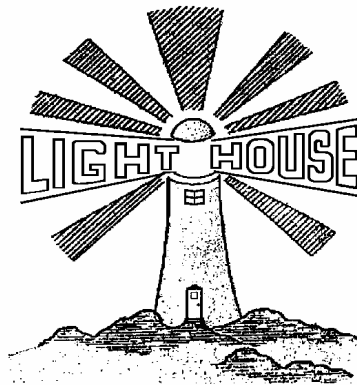


Lighthouse Missenden 2011

*God's Animals:
"The Good Shepherd"*

Helpers Handbook



Jesus says "I am the good shepherd; I know my sheep and my sheep know me."

John 10: 14



WHAT IS LIGHTHOUSE?

Lighthouse (LH) is a Christian Holiday week for young people, a 5 day activity programme for toddlers to 12's including games, craft, teaching, drama, music and more.

Lighthouse is supported by all the local churches. We have over 700 helpers each year, many teenagers, and we accept about 1000 children each year at Great Missenden.

Lighthouse started in 1988 in Great Missenden and now also runs in Hazlemere, Burnham, Princes Risborough, Marlow, High Wycombe and Thame. Over 4,500 children will visit a Lighthouse site this July.

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WHO'S WHO AT LIGHTHOUSE

Committee Chairman	Caroline Everitt
Vice-Chairmen	David Phillips & Steve Griffiths
Secretary	Rachel Phillips
Treasurer	Diana Dove
Toddler Lighthouse	Pam Sitford & Deiniol Heywood
Fours & Fives Age Group Leader	Charlotte Dorme
Fours Teacher	Mike Pons
Fives Teacher	Katherine Shuster
Sixes Age Group Leader	Simon Cook
Sixes Teacher	Alex Eaden
Sevens Age Group Leader	Rachel Phillips
Sevens Teacher	Alex Griffiths
Eights Age Group Leader	Rosemary Graham
Eights Teacher	Wendy Phillips
Nines Age Group Leader	Malcolm Appleby
Nines Teachers	Emma Boba & Jessica Jones
Tens Age Group Leader	Heather Taylor
Tens Teacher	John Simpson
Twelves Age Group Leader	David Phillips
Twelves Teacher	Ben Hodgson
Craft Co-ordinators	Anna Fulford, Karen Lamb, Val Allcorn & Bettina Gothard
Music Co-ordinator	Trevor Morgan & Laurence Clarke
Drama Co-ordinator	Josh Baker
Sports Co-ordinator	Paul Withams
Site Manager	Trevor Darley
Technical team	Daniel Everitt & Drew Page
Security	Geoff Lynn
First Aid	Chris Davy & Simon Hartley
Children Registration	Caroline Everitt
Child Protection Officer	Chris Davy
Helper Registration	Sarah Keeble

STRANGER DANGER



All helpers must wear an official Lighthouse badge at all times whilst on-site. If you see anyone without a badge or doing anything which you think is suspicious, do not hesitate to challenge them politely. Alternatively tell your Age Group Leader, the Site Manager, or a member of the site security team.

COMFORTS AND REFRESHMENTS



The comforts team in the helpers' rest tent will serve you tea, coffee or squash. If you are a LHK or LL always make sure that your Lighthouse is adequately supervised before leaving them for a break - no matter how short - and that they know where you are. The best times to take a break are during the games session and the craft session.

LIGHTHOUSE SHOP

Located in the entrance tent, the shop sells Lighthouse merchandise (t-shirts, lanyards, CDs etc), and there's a "tuck shop" for **helpers only**. Children are not allowed to buy tuck in the shop without parent permission.

FIRST AID



For cuts, grazes, accidents, ailments, aches and pains among children and helpers a team of qualified first-aiders are on duty at the First Aid point.

Every year the first-aiders have lots of children with tummy aches, and this is almost always due to lack of water. Make sure your children drink lots of water, particularly if the weather is hot.

Remember the hat rule for children:

Inside hats off, outside hats on!

PARKING



Please park cars in Great Missenden Combined School playing fields, which open onto the Buryfield and Lighthouse site. You must approach the car park via Church Street, and leave via Link Road.

PHONE



A mobile phone is available (for emergencies only) in the Admin Centre in the Entrance Tent.

FIRE & EMERGENCIES



Always be on the alert both in sight, sound and smell for anything that might suggest a problem. If you spot anything, alert Security through one of the many people with a 'Walkie Talkie' or go to the Site and Security Office and report the problem.

In the event of an emergency (fire or otherwise), the following message will be broadcast over the PA system, and repeated at half-minute intervals:

'ATTENTION PLEASE - STAFF CALL 100'



This means you must be alert and listen for further instructions. If it becomes necessary to clear the site you will hear an alarm sound over the PA system. This message, containing instructions, will be repeated continuously.

There must be no movement of cars during an emergency.

The primary emergency evacuation area is at the **EAST END** of the site in front of the swings (as marked on the site map). It is possible that an alternative location might be necessary dependent upon the conditions at the time of the emergency. If so, directions will be broadcast over the PA system. When the emergency is over the following announcement will be broadcast:

'ATTENTION PLEASE - CANCEL STAFF CALL 100'

LIFEBOAT TENT

The Lifeboat Tent is available to look after children who become a problem to their Lighthouse, and who are making life difficult for other children. They have trained caring staff who can offer Lighthouse Keepers a break, and offer comfort and support to disturbed children.

4's - 9's TIMETABLE

4			5	
09.30 - 09.45	Pray and Prepare (Lighthouse tent)			09.30 - 09.45
10.00 - 10.30	Registration (Ark)			10.00 - 10.30
10.30 - 10.55	All Together (Ark)			10.30 - 10.55
11.00 - 11.30	Craft	Outside play	Teaching (Ark)	11.00 - 11.30
11.35 - 12.05	Teaching (12's)	Craft	Games	11.35 - 12.05
12.05 - 12.35	Outside play	Teaching (Ark)	Craft	12.05 - 12.40
12.35 - 12.45	Goodbye (Ark)			Lunch
			Lunch	12.45 - 13.15
			All Together Ark)	13.20 - 13.50
			Drama	13.50 - 14.20
			Lighthouse (Ark)	14.25 - 14.55
			All Together Ark)	15.00 - 15.30
			Wind-down (Lighthouse tent)	15.45 - 16.00

	6	7	8	9
09.30 - 09.45	Pray and Prepare (Lighthouse tent)			
10.00 - 10.30	Registration (Lighthouse tent)			
10.30 - 10.55	All Together (Lighthouse tent)			
11.00 - 11.30	Drama	Craft	Teaching (Lighthouse tent)	Games
11.35 - 12.05	Craft	Teaching (Lighthouse tent)	Drama	Teaching (Ark tent)
12.10 - 12.40	Teaching (12's tent)	Games	Lighthouse (Lighthouse tent)	Drama
12.45 - 13.15	Lunch (Field/ Lighthouse tent)			
13.20 - 13.50	All Together (Lighthouse tent)			
13.50 - 14.20	Games	Lighthouse (10's tent)	Craft	Lighthouse (Lighthouse tent)
14.25 - 14.55	Lighthouse (Lighthouse tent)	Drama	Games	Craft
15.00 - 15.30	All together (Lighthouse tent)			
15.45 - 16.00	Wind-down and Worship (Lighthouse tent)			

10+ TIMETABLE

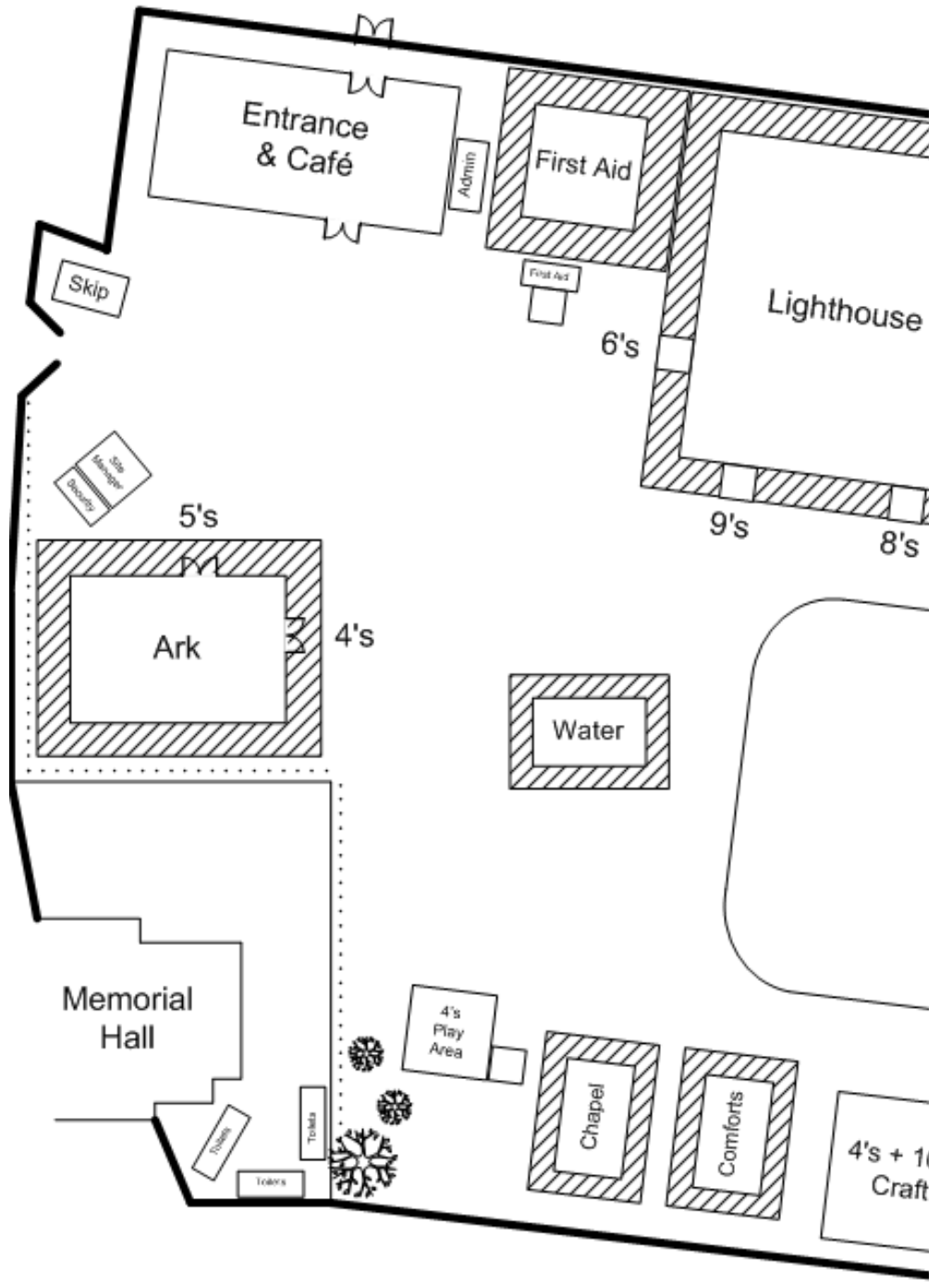
	10 / 11	12+
09.30 – 09.45	Pray and Prepare (Lighthouse tent)	
10.00 - 10.30	Registration (10's tent)	Registration (12's tent)
10.30 - 10.55	All Together (Lighthouse tent)	
11.00 -11.30	Games	LL Training
11.35 -12.05	Teaching (10's tent)	LL Training
12.05 -12.40	Discussion (10's tent)	LL Training
12.45 - 13.15	Lunch	
13.20 - 13.50	Drama	All Together (12's tent)
13.50 -14.30	Craft	
14.30 -14.55	Follow-up (10's tent)	
15.00 – 15.30	All Together (Lighthouse tent)	
15.45 – 16.00	Wind-down and Worship (Lighthouse tent)	

TODDLER LIGHTHOUSE:

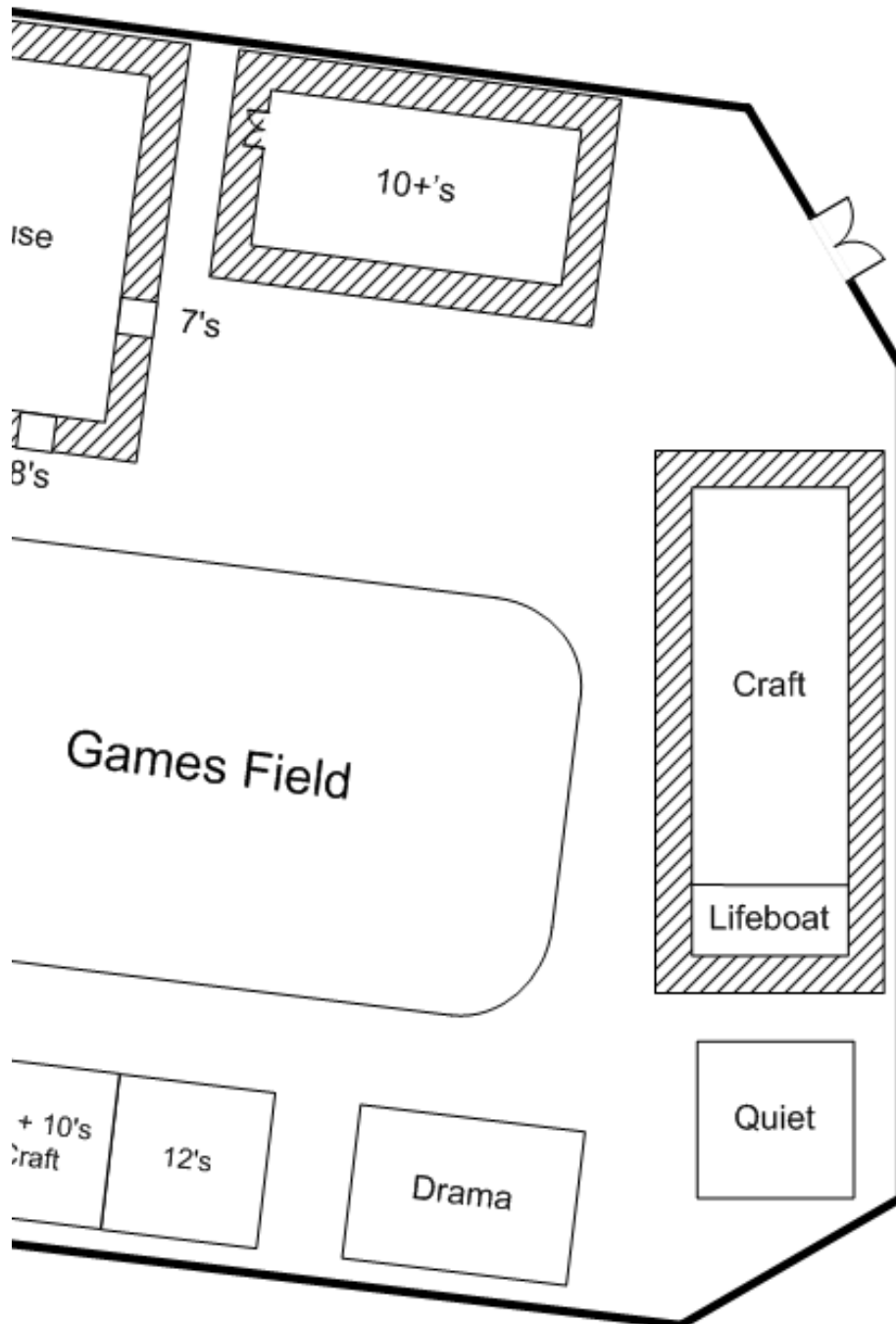
10.15 Registration / free play	10.40 Introduction & singing
10.55 Craft / Free play	11.15 All together & story
11.35 Free play / Craft	12.00 Music 12.15 Finish

AGE GROUP COLOUR CODES

4's Lilac	5's Bright Yellow	6's Bright Blue
7's Bright Orange	8's Bright Red	9's Pastel Green
10+'s Bright Green	12's Cream	



LIGHTHOUSE SITE 2011



LIGHTHOUSE KEEPER & LAMPLIGHTER INFO

Age Groups are supervised by Age Group Leaders and divided into "Lighthouses", each containing about 10 to 20 children. Lighthouses are run by Lighthouse Keepers, assisted by Lamplighters.

Your job is to care for the children in your Lighthouse throughout the week. You should stay with them, count them (before and after moving from place to place), escort them to the various activities, help them to enjoy themselves and, when necessary, take them to the toilet. You will need to get to know them, so begin by learning their names.

Always remain within sight of the other people on site and never go off or get left alone with a child.

No child may leave the site without permission from the Admin Office. A phone call home will be made before permission is given; ask your Age Group Leader to sort this for you.

Remember, if you have a problem of any kind which you cannot cope with, your Age Group Leader is there for you to turn to.

THINGS YOU WILL NEED

Lighthouse Keepers need to provide and bring:

- a LARGE, sturdy box to store the children's lunchboxes decorated with the Lighthouse's name
- a sign on a stick bearing the Lighthouse's name
- rugs/blankets for the whole Lighthouse to sit on
- a watch, a notebook, a pair of scissors, a Bible, plenty of pens and pencils (enough for all your Lighthouse), tissues and / or wet wipes, a 2-3 litre water container, plenty of plastic or paper cups, and a bum-bag or shoulder bag for your belongings. A clipboard is also useful.

PRAY & PREPARE, AND WIND-DOWN

Every morning at 9.30am all helpers get together in the main tent for a few moments of quiet and prayer before children arrive. We also gather in the afternoon at 3.45pm to wind down and say thank you to God for the day.

These times are also used to get any news to you about Lighthouse so it is important that ALL helpers attend, please.

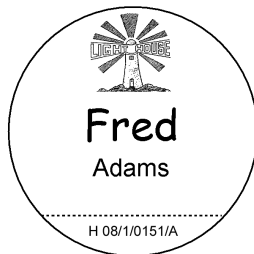
START OF THE DAY

Children must register with their Lighthouse Keeper when they arrive every morning. Monday morning is especially busy when children are first allocated to Lighthouses - your Age Group Leader will be in charge of arrangements for your age group.

Each Lighthouse Keeper will be given three registration forms. Fill in the names of the children in your Lighthouse and record their attendance each morning. Keep one copy and hand the other two forms to your Age Group Leader. On Tuesday morning you will receive three printed registers from your Age Group Leader to use for the rest of the week; keep one and hand in two after registration each day.

CHILDREN'S TICKETS AND BADGES

The children have a ticket for each day. If they forget their ticket, send the child with parent/carer to the Admin Office. On their first day they should also bring their badge insert (sent with their tickets). Write the Lighthouse name on the badge before putting it in the holder. On each ticket and badge there is a unique reference number e.g. H08/1/0151/A. The parts of the reference number mean:



H	"Helper" - a relative/carer is helping at Lighthouse
08	Actual age of child (may differ from Age Group)
1	Health and/or social issues ("0" indicates no issues)
0151	Child's unique reference number
A	Child's craft group (not used by all Age Groups)

Health issues - for children with a "1" in the health issues field, your Age Group Leader will let you know what the issues are and what you need to do. If a child brings an inhaler these are generally kept by Lighthouse Keepers. Other medication is kept by the First Aid team.

Special needs - if a child has extensive special needs they may be accompanied by a parent/carer wearing a **Lifebelt** badge.

Early leavers - this is not encouraged, and is by prior arrangement only. If a child has to leave early the Lighthouse Keeper should arrange for the child to be taken to the Admin Office at the agreed time.

END OF THE DAY

At the end of each day all children must be collected by a parent or carer. Lighthouse Keepers and Lamplighters are responsible for making sure each child has been collected - you are not "off duty" until ALL the children in your care have been collected. Make sure you collect children's badges when you hand the child over to the parent / carer, and remind the children to collect their craft after they have rejoined their parents.

5's are collected from the Ark Tent. 6's and 7's stay in the Lighthouse Tent at the end of the altogether session and their parents come in to collect them. 8's and 9's are taken out to their parents by Lamplighters. 10+'s are collected from their own tent.

WORKBOOKS

Each child should have a workbook to use during the week and to take home at the end of the week. The books have teaching material and games suitable for the children's age group. Lighthouse Keepers should retain the workbooks until Friday unless a child is not staying all week.

TEACHING

Teaching sessions are led by the Age Group's Teacher, and are the more serious periods of the day. The topic for each day and the bible readings that go along with it are listed on the last page of this handbook.

LIGHTHOUSE SESSIONS

Lighthouse sessions are organised by the Age Group Leader and Teacher, and involve activities and games. Lighthouse sessions reinforce the daily teaching and contrast with the more serious aspects in the Teaching sessions. Lighthouse Keepers and Lamplighters should help and encourage their children to be involved in the activities, and to participate themselves.



GAMES

A range of physical activities are available including football, cricket, rounders, gymnastics, tennis. Encourage children to participate; however for those not feeling in the mood a Quiet Tent is available. You can take a short break during games, but make sure that all your children have settled into an activity and be sure to return well before they finish.

DRAMA

This year's Drama invites children and helpers into the exciting world of toys and their toy box. Each session provides a hilarious and bizarre performance, which promises to entertain! The children will be presented with talks and games and an insight into the toys and the drama leaders' opinions of the Bible and its teachings. The children will be in their prime and will be participating with what they know best - toys! What have these mischievous toys in store? What has the meddling mastermind Daft Poop got up his sleeve? And why on earth the toys have befriended a talking banana?



CRAFT

Lighthouse Keepers and Lamplighters should assist with craft where necessary. However, it should be possible to take a short break by splitting into groups and taking it in turns. Please ensure that all the children in your Lighthouse are involved in an activity before taking a break. Never go far, and make sure you are back at least 10 minutes before change-over to collect any children that have finished early or to assist those struggling to finish.

5s: There is only one craft activity each day. Children stay in their Lighthouses, and Lighthouse Keepers and Lamplighters stay and help. Lighthouse Keepers collect the craft at the end of the session and distribute it at home time.

6s to 9s: Each child is allocated a letter (A; B; C...) which is printed on their badge. Activities in the craft tent are given a group of letters and the children will find the craft that they are to do by going to their letter. They will do a range of different craft activities through the week. Children collect their finished craft from the craft tent after they have been collected by parents.

10+: Craft sessions are in the afternoon in the 10+ Craft Tent or the Memorial Hall. Children find their Craft by Letter as for 6-9's, and collect their craft at the end of the afternoon. Lighthouse Keepers must help.

LIGHTS OUT

Every evening from 7:30, Lights Out is a fun event for all helpers, including bouncy castle, treasure hunt, circus skills and much more. Watch out for the notices and flyers around the site.

Church Information for Young People

To find out more about churches in the area
you can contact the following people:

Great Missenden Baptist Church

Mary Hockey 01494 784771

Church of The Immaculate Heart of Mary, GM (RC)

Anna Fulford 01494 866229

St Peter and St Paul, Great Missenden

Lizzie Williams 01494 867 647; missendenlife@hotmail.com

Prestwood Methodist Church

Tony Jukes 01494 864622

Holy Trinity, Prestwood

Caroline Everitt 01494 865777

Kings Church Prestwood

Colin Veysey 01494 862257

St John the Baptist, Little Missenden

Revd. John Simpson 01494 862008

St John the Baptist, The Lee

Revd. David Burgess 01494 837315

Little Kingshill Baptist

Rev Colin Pye 01494 864734

Holmer Green Methodist Church

Val Lynn 01494 713028

Holmer Green Baptist

Rosemary Graham 01494 716111

Lighthouse Song List 2011

Memory Verse: Jesus said... "I am the Good Shepherd, I know my sheep and my sheep know me."
John 10:14

1. Big Attitude
2. Come Follow Me
3. Dance
4. Every Move I Make
5. Fandabidozzie
6. For God so Loved the World
7. God's love is Big
8. God you're good to me
9. Happy Day (services and helpers)
10. Heaven is in my heart
11. Hey Hey
12. I am a friend of God
13. I am a lighthouse
14. If you want to
15. I give thanks
16. I'm gonna jump up and down
17. I reach up high

18. It's time for a celebration
19. Jesus, Jesus Here I am
20. Love the Lord
21. One way
22. Our God is a great big God
23. Our God is an awesome God
24. So Good To Me
25. Thy Kingdom come
26. Who fixed the eyes
27. Wide

Extras

1. Lighthouse children CD
2. Happy Birthday to you
3. Grace
4. Memory Verse

Ark Tent

1. Quick, on your feet again!
2. Riding on my bike
3. Shake those hands

LIGHTHOUSE 2011 DAILY VERSES

Monday: The Birth of Christ

'I am the good shepherd; I know my sheep and my sheep know me'

John 10: 14

Tuesday: Calling the Disciples

'He tends his flock like a shepherd; He gathers the lambs in his arms and carries them close to his heart'

Isaiah 40: 11a

Wednesday: Parable of the Lost Sheep

'Rejoice with me; I have found my lost sheep'

Luke 15: 6b

Thursday: Death and Resurrection of Christ

'I am the good shepherd. The good shepherd lays down his life for the sheep'

John 10: 11b

Friday: Jesus Appears to the Disciples

'Jesus said "Feed my sheep" '

John 21: 17b