

CELL LEADER'S MANUAL



I'LL BE

FOR CHRISTMAS.

TABLE OF CONTENTS

INTRODUCTION	3
LOGISTICS	4 - 6
FOOD AND ENTERTAINMENT	6 - 7
HOSTING THE PARTY	8 - 10
SAMPLE PROGRAM	11
APPENDIX A – IBHFC Planning Checklist	12
APPENDIX B – Icebreakers	13 -17
APPENDIX C – Christmas Jingles and Carols	18 - 27
APPENDIX D – Personal Testimony Guidelines	28
APPENDIX E – One-On-One Sharing (John 3:16 Presentation)	28 - 29
APPENDIX F – Gift Exchange	30
APPENDIX G – Sharing the Christmas Story with Children	31 - 39



INTRODUCTION

During Christmas, we at FCBC love to throw IBHFC parties where we invite our friends and family to come and experience Christmas together with us. If you don't know, IBHFC stands for "I'll Be Home For Christmas".

The reason we've called it IBHFC all these years is because we find that more and more people tend to spend Christmas away from home. They'd either travel, or they'd be out celebrating elsewhere. With IBHFC, our aim is to have a home-based Christmas gathering for our friends where they can feel the warmth of family and friends coming together.

The theme for FCBC's Christmas season this year is "What's So Merry About Christmas?" As we can see through stories such as "Scrooge" and "The Grinch", Christmas isn't always a season that's very merry for everyone. But for us as Christians, we're using this season to celebrate Christ and that's why we can be merry. So, let's show our friends what it means to be merry and have fun at our IBHFC parties!

We've prepared this manual and hope that it will prove useful in helping you plan your IBHFC party for this year.

There are three main parts that you will need to think through as a cell:

- 1) Logistics
- 2) Food and Entertainment
- 3) Hosting the party



LOGISTICS

a) TIME AND DATE

Pick a time and date that is as convenient as possible for your guests. For a party to be successful, we need guests.

- ❖ Pick a date that doesn't clash with any major event and a time that is convenient for the guests. For example, Mondays may not necessarily be the best days considering that it is the first day of the work week.
- ❖ Set a time that is realistic for your guests. Starting too early might be difficult as our guests might have to come from work, and starting too late might not be good too as it means the party will end late. Dinner parties tend to be the most common but don't discount brunch and tea times too!
- ❖ Consider what your guests just did and what they will be doing the next day.

EXAMPLE:

If your party is during the week and your guests are coming from work, make sure you give them enough time to get through rush-hour traffic to get to the party. Also, do consider that they may not exactly be full of joy if their work day didn't go smoothly. Also, if they must go back to work the next day, just remember that they may not let their hair down as much as you'd like and open up as they would be subconsciously thinking of the next day's work.

b) SELECT A SUITABLE VENUE

Find a private venue where everyone can feel relaxed. As much as IBHFC is about being at home, we do understand that not everyone has a house big enough for parties. You can consider other venues, but we feel that the best would be a more private setting where everyone can feel at ease but still engage in meaningful conversation. Also, you can create a homely feel without necessarily being at home.

- ❖ Consider the number of guests and select an appropriate venue. Some parties have been conducted in private function rooms of condominiums, restaurants, or even church.
- ❖ Make sure to secure your venue early and consider the logistics that you will need to acquire for that venue to work (sound system, tables, chairs, etc).
- ❖ The trick to having a great party is to have a venue which can facilitate meaningful conversations with little or no distractions.



c) PLAN THE GUEST LIST

Inviting guests to your IBHFC party shouldn't be random and left to chance. Come together as a cell and plan who you're going to invite.

- ❖ Set a goal as a cell. How many guests do we want to see at the party? Remember, there will always be a level of attrition between the number of invited guests and number of attending guests. A general rule of thumb would be to invite more people and consider this attrition. Some sources indicate that it can only be 20% to 25% of invited guests who eventually attend, so take this into account!
- ❖ Pray for the guests that you have invited. Believe that God will give you opportunities to invite them and that you will have favour and open doors with them.
- ❖ Invite your guests. Praying is important and great and all that, but we need to step out and actually invite our guests.

d) GET THE WORD OUT

There will be some generic publicity material that will be provided for you, but feel free to make your own. For your guests to make it to your party, they're going to need some information.

- ❖ Give them all the relevant information on when and where the party's going down and how to get there.
- ❖ Let them know if they can bring other guests.
- ❖ Provide all other miscellaneous instructions so that they can have a great time at the party (e.g., gift exchange instructions, food instructions if it's a potluck, etc).

e) SET A BUDGET

Throwing a party can be expensive once you put everything together. We're talking about getting lots of food, securing a venue, decorating the place, preparing other items and so on. So, set a budget and plan your party according to it.

- ❖ Parties aren't fun if you don't invest in it, but that doesn't mean that it's all about how much money you have. Plan according to your budget and if something might not fit monetarily, work around it!
- ❖ Pool together as a cell to make sure everything that's needed is provided for.
- ❖ If finances are a constraint, consider a potluck party.



f) HAVE A CLEAN UP PLAN

You'll want your guests coming into a nice and clean venue and you'll also want your home to be restored to its former glory (or you'll need to return the venue in good condition). So, please do plan to clean up before and after the party.

g) PUT EVERYTHING IN A PLANNING CHECKLIST

If you need a sample checklist to help you keep track of planning your IBHFC party, feel free to use the attached planning checklist in Appendix A.

FOOD AND ENTERTAINMENT

a) FOOD

Christmas parties tend to revolve around food, and lots of it. If you want your guests to stick around, make sure you provide good food. Since it's the Christmas period, take the opportunity to provide some festive food - turkeys, roast hams and so on.

- ❖ Make it a special festive menu; after all this is a Christmas party.
- ❖ Try and have a special attraction in the meal, e.g., home cooked food, specialty dishes, barbeques, etc.
- ❖ There are a lot of Christmas set meals available during the season, but they usually require advance booking. Keep that in mind!
- ❖ Have lots of finger food on hand. It's always important to have food available to guests the moment they walk in. These can be as simple as chips and dip or as fanciful as homemade dim sum.

b) DRINKS

People don't only come to a party hungry, they come thirsty too. So, let's have some nice drinks prepared for them!

- ❖ Just like the finger food, have drinks available the moment the guests step in.
- ❖ Have enough drinks for everyone; don't let your guests mingle empty-handed or with an empty glass.
- ❖ Have a nice selection of drinks; often we don't focus much on drinks and only prepare a limited variety of drinks. Have a variety of fizzy drinks, non-carbonated drinks, juices and of course water.
- ❖ Have some coffee and tea on hand too. You'll never know who would like a hot drink instead.

c) MUSIC

One of the best tools in our arsenal that can set the mood and atmosphere is music. Make sure you've got some nice tunes playing.

- ❖ Get a media player. This can be a laptop, your phone, an mp3 player and so on. If you've got appropriate music for the season, go right ahead. If you don't, get Spotify (just google it). Honestly, it's the best resource for music, even if you use the free version. With Spotify, you instantly have access to a huge library of songs. You can even search for pre-made Christmas playlists.
- ❖ Get suitable speakers. Even if you've got great tunes, those tunes wouldn't do any good if they can't be heard. Most of us would have speakers at home, but are they suitable? Try to get speakers that can cover your venue well. Be sure not to blast the music and drown out all conversations nor make it so soft that it might as well not be playing.
- ❖ Appoint someone to be the DJ. At the very least, someone needs to manage the volume during the party.

d) DECORATIONS

How the place looks will also help in setting the atmosphere for the party. Naturally, decorate the place in a manner suitable to celebrate Christmas.

- ❖ Decorations can be bought or made. Either way, it's a good way to bring the cell together to prepare the place.
- ❖ Decorations don't just refer to decorative pieces. Other more "mundane" items play an important part too - items like cutlery, tablecloths, lights, etc.

e) VENUE SETUP

Not all venues are ideally setup to host a party. Homes may have items or furniture that may not facilitate hosting a larger group of people and other venues may totally be bare. Make sure you plan the layout well so that people have enough space to mingle and sit around.

- ❖ Make sure there's easy access to the food and drinks.
- ❖ Have a lounging area if possible for your guests to get comfortable and relax.
- ❖ Shift any breakables away from the high traffic areas.
- ❖ Remove any rugs if you want to avoid getting them stained.
- ❖ Make sure that your guests know where the restroom is.
- ❖ If there are going to be children, child-proof your venue. The last thing you'd want is for a child to be hurt.

HOSTING THE PARTY

a) DELEGATE THE WORK

It takes the entire cell to host a great party, so don't just let a few people do all the work. Delegate and assign tasks so that the workload is spread out. Even when it comes to hosting guests and keeping the atmosphere nice and relaxed, everyone has a part to play.

- ❖ Assign tasks to as many people as required so that all bases are covered once the party has started.
- ❖ You might be busy coordinating some behind-the-scenes things while the party is going on, so make sure the rest of the cell are helping by hosting the guests.
- ❖ If you can't do it yourself, have someone on hand who is looking at the overall condition of the party. Are more drinks and food needed? Has the music stopped? Are people feeling a little too warm or cold? Is there enough space? These are just some things to be thinking about.

b) MINGLING AND ENTERTAINING

A party is only fun when the hosts of the party are having fun themselves. Sure, there's work to be done. But make it a point to mingle and entertain your guests too. This is only possible if (a) is done.

- ❖ Once the guest list is confirmed, try as a cell to know the other guests who are coming as well and not just focus on your own guests.
- ❖ Find a non-imposing manner of identification. The most common way that this is done is through stickers with names written on them. If possible, try and make it a little more interesting lest it becomes an "Alcoholics Anonymous" kind of event.
- ❖ Most of our guests will not know the other invited guests. The cell is the glue that will bring them all together. Encourage the cell to unleash their most sociable personalities and get them talking to various guests from different groups and where possible, bring the various groups together.
- ❖ One sure-fire way to get guests mingling at your party is to have a gift exchange since it is Christmas. Just remember to set a price cap on the gifts so that it doesn't get too out of hand.
- ❖ It's always handy to have some household games ready such as board games or card games. As long as they are simple enough, people can easily get into it and have some random fun.

c) PROGRAM

A sample program is attached in this manual for your reference. However, if you'd like to explore other options, you may do so. Here are some guidelines to planning the program:

- ❖ When planning any activities, it's always important to put ourselves in our guests' shoes. While it may seemingly be apt to play games that revolve around Christmas (e.g., quizzes about the Christmas narrative or carols), not all our guests may be that familiar with Christmas. As such, try and plan out activities where everyone can enjoy and be part of regardless of what Christmas is to them.

- ❖ The difference between an IBHFC party and any other party is that we want to use this opportunity to share (1) the Gospel (through what Christmas is about), (2) our personal testimonies, and (3) make new friends.

d) SHARING CHRIST

How you go about sharing about Christmas and your personal testimony can vary. It does not always need to be done at a sit-down predetermined time during the program where everyone gathers and listens to someone share. It can be done at any appropriate and opportune time during the party and even on a one-to-one level. Sometimes this is just as, if not more effective.

- ❖ One way to lead into a time of sharing is by simply finding the right time to ask your friend this question:

“What does Christmas mean to you?”

- ❖ This is a neutral question which would be easy for anyone to answer. But from here, you can go on to share about how Christmas is a time when you count all the blessings you’ve received through the year and give thanks for them. From there, you can lead into your own testimony about what God has done in your life.

After sharing your testimony, you should move on to share with your friends that Christmas is so special because of Jesus Christ. At an appropriate moment, you may simply ask them this question:

“May I share with you about what I believe about Christmas?”

- ❖ There are two possible scenarios here: Your friend would either say yes or no. If yes, that’s great! Proceed to share John 3:16 with your friend using the given IBHFC response cards. If no, it’s alright! Offer to pray a prayer of blessing for them and invite them to any of our church services in December. If they are not keen to receive a prayer, no worries still. Just invite them for our services and believe that God will continue to move in your friend’s life.
- ❖ Remember, the marker of success for an IBHFC party is not only in the number of decisions made. Sometimes, the IBHFC party serves in causing our friends to open up to us and vice versa. Even if we do not reap the harvest immediately, we have sown the seeds of life.

“So let’s not get tired of doing what is good. At just the right time we will reap a harvest of blessing if we don’t give up. Therefore, whenever we have the opportunity, we should go good to everyone – especially to those in the family of faith.”

Galatians 6:9-10 (NLT)



1. ARRIVAL OF GUESTS

Be ready to receive guests about 15 minutes before your scheduled event time. Some guests may come early, so have some people ready to mingle and finger food and drinks all prepared to be served.

2. WELCOME

Once most of the guests arrive, it would be good to take some time for everyone to get to know one another. (You'll need to exercise some discretion when it comes to deciding when to start. If most of your guests aren't there yet, there's really no point in starting. But if it's getting a little late and not everyone is there yet, you might just have to get the party going first.) The welcome portion doesn't have to be a very long drawn process. It could be just going around and introducing yourselves, a simple fun icebreaker/game, or activity that gets everyone mingling. There's no need to force everyone to share every single detail of their lives during a fixed segment. After all, the whole idea of having a party is to get to know people throughout the duration of the party.

3. GRACE

Since this is a cell-based event, you don't have to be shy or apologetic about saying grace. It is Christmas too. As the cell leader or host, take some time to gather everyone before dinner is served and say grace. Take the opportunity to thank God for the food, friends, family and His blessings, and speak a blessing over all your guests.

4. DINNER

Every party would have a different kind of meal. Some smaller ones may have home-cooked food served by the host. Some may have a barbeque, while others may have a buffet. Whatever it is, it's important to give your guests enough uninterrupted time to enjoy the food and company. Let the conversations and atmosphere be spontaneous before moving on to the rest of the program.

5. CONVERSATION (OVER DINNER)

Most of the cell would probably be seated with their respective friends. At some point in the dinner, make it a point to get the cell to start talking to their guests about what they're thankful for this year and from there lead on to sharing their own testimony. If suitable, share John 3:16 as well or wait till later in the party to share it with them.

6. GIFT EXCHANGE

Once everyone has pretty much finished their meal, find the right time to gather everyone together and start the gift exchange. A simple way of having a gift exchange is to number all the gifts that are brought. When it's time for the exchange, each guest reaches into a bowl with small pieces of numbered paper in it. Whatever number they draw will correspond to a gift in the pile and that is their gift for the party. You can even turn it into a game. There are many ideas for gift exchange games that you can find online.



SAMPLE PROGRAM

7. END

Before the party ends, do get the cell to find a moment to share their heart with their friends. If not yet done, share with them our testimonies as well as John 3:16. Even if they do not make a decision, it's alright. Invite them to any of our church services in December with our service invitation cards and end off your time with them by praying a blessing for them. If the party doesn't show any sign of people wanting to go home, that's a really good thing! Allow the guests to continue hanging around if they'd like and continue to get to know them. But once it starts getting late (or you've exceeded your booking time), make a polite announcement that the party is over. Or if you'd really like to be subtle about it, start cleaning up the place.

MISCELLANEOUS POINTS:

- ❖ An estimate for the duration of the party should be about 2 to 2.5 hours.
- ❖ Sample games and icebreakers, carols, and a gift exchange story are attached in Appendices B, C and F respectively.
- ❖ Formats for sharing testimonies and John 3:16 are attached in Appendices D and E.
- ❖ Resources for hosting children guests as well as for sharing "Breaking the Barrier" can be found in Appendix G
- ❖ The Christmas story for children in pictorial form can be downloaded from this link:
fcbc.org.sg/IBHFC2016
- ❖ Try to keep the party a party rather than a structured activity. If possible, keep it spontaneous. That's one of the best things about a party.
- ❖ All sharing can be done in whatever format works best for your respective parties. In some cases, the cell leader can gather everyone for a short message while in others, the message can be shared on a one-to-one basis.



APPENDIX A

IBHFC PLANNING CHECKLIST

DATE & TIME	25 DECEMBER, 8PM	EVENT VENUE	TC CHAPEL
3 WEEKS BEFORE	2 WEEKS BEFORE	1 WEEK BEFORE	EVENT DAY
<p>Things to do 3 weeks before the event:-</p> <ul style="list-style-type: none"> ❖ Delegate tasks to cell. ❖ Organise guest list. ❖ Pray for invited guests. ❖ Plan menu/order food and drinks. ❖ Send invitations. ❖ . . . ❖ . . . 	<p>Things to do 2 weeks before the event:-</p> <ul style="list-style-type: none"> ❖ Check RSVPs, confirm guest list. ❖ Shop for needed supplies. ❖ . . . ❖ . . . ❖ . . . 	<p>Things to do 1 week before the event:-</p> <ul style="list-style-type: none"> ❖ Prepare for last-minute RSVPs. ❖ Delegate actual day tasks and roles. ❖ Start decorating. ❖ . . . ❖ . . . ❖ . . . 	<p>Things to do on the event day itself:-</p> <ul style="list-style-type: none"> ❖ Buy perishables. ❖ Cook food. ❖ Finish final decoration. ❖ . . . ❖ . . . ❖ . . .
GUEST LIST		MENU	
Guest:	Invited by:		
Guest names	Cell members' names		
ROLES		MISC NOTES	
Role:	Name:		
Music			
F&B			
Games			
Decor			
. . .			
. . .			

Icebreaker#1: Christmas Dice

Time Limit: 10 minutes

Material Needed: Christmas Dice

[See below for a printable version of the dice]




APPENDIX B




ICEBREAKERS



Instructions:

1. Everyone introduces his/her name and throws the dice on the floor.
2. Cell leader (CL) asks a question based on the picture on top of the dice.
3. Ask the following questions (in sequence):

PICTURE	QUESTIONS
	<ol style="list-style-type: none">I. Angels help us and it is a blessing to have them with us. Share a blessing you would like to receive this Christmas.II. Share about someone who has helped you who's like an angel.III. If you were an angel for a day, who would you like to help?IV. What is the greatest help you have ever received from someone?
	<ol style="list-style-type: none">I. A Candle lights up any place and warms us when we feel cold. Share about someone who has lighted up your life.II. On your birthday cake, how many candles would you wish to have? Why?III. Share how you would like to light up someone's life this Christmas.IV. The absence of light is darkness - share an incident where you were in a dark place and afraid.
	<ol style="list-style-type: none">I. Jesus was born in a manger; it was dirty, smelly, uncomfortable and full of germs. Share a similar manger experience you had, e.g., going to a dirty toilet, visiting a farm/wet market, etc.II. What is your favourite family celebration - Chinese New Year, birthday, Christmas, etc?III. Share how your family celebrates Christmas.IV. Do you prefer a big or a small family? Why?

PICTURE	QUESTIONS
	<ol style="list-style-type: none"> I. The wise men brought gifts to Jesus. Share a Gift you wish to receive this Christmas II. Share a Gift you received which you like very much. III. Between a DIY card and a nice expensive Hallmark birthday card, which would you prefer? Why? IV. What are three gifts you would like to give three persons? Share what gift you would like to give, and to whom.
	<ol style="list-style-type: none"> I. Every piece of Snowflake is unique. Share one unique thing about yourself. II. Do you prefer a holiday in a cold or a hot country? Why? III. Between a hot and cold drink, which do you prefer? Why? IV. If you were offered ice kacang, iced milo and iced lemon tea, which would you choose? Why?
	<ol style="list-style-type: none"> I. A Shepherd cares dearly for his sheep. Have you cared for someone dear to you? Share this experience. II. When you can't fall asleep, do you count sheep? Does it work? III. Between lamb chop and chicken chop, which do you prefer? Why? IV. Name someone who constantly cares for you?



Icebreaker #2: Christmas Challenges

CL can appoint one or two game leader/s to lead this segment.

Time Limit: 30 minutes

ACTIVITIES	MATERIALS NEEDED
Separation Anxiety	Two packs of M&M's chocolates and five transparent plastic cups.
Candy Cane	A handful of rubber bands
Cookie Mover	Two round cookies or biscuits.
Song Fight	A box or stool, a "mic" (can be a carrot, a 250-300ml plastic bottle, a candy cane, etc.)
Recording of Points	A piece of mahjong paper and marker pen. <i>Caution: If you are sticking it on the wall, make sure the ink will not stain the wall.</i>
Winner's Prize	A gift for the winning team

Instructions:

1. Split the group into two teams. Ensure that each team has at least 3-5 persons.
2. There are a total of six challenges. Reveal the titles of the six challenges.
3. Each team to send one participant for each challenge.
4. Do not reveal what the challenge is till the participants have been chosen.
5. Appoint a member to record points and tally the total to determine the winning team.

1st – 10 points

2nd – 5 points

3rd – 2 points

6. The team with the most points wins!

Challenge 1: Fastest Finger First

How to play:

The following Christmas message will be given to the participants:

Christmas spells out LOVE, HOPE and JOY. Pass it on to everyone in your life. Have a merry, merry, merry, merry Christmas with your loved ones.

Participants will be given the Game Leader's mobile number. They have to type the message as fast and as accurately as possible and send it to the Game Leader. The first person who sends the message wins.

Challenge 2: Twisted Tales

How to play:

A tongue twister will be given for the participants to repeat. The Game Leader will time each participant. The participant who recites the tongue twister in the fastest time wins.

Frosty froze frequently, furthermore fell on frozen frost freezing his fiddly thumbs.

Reindeers ride round and round around around-a-bout repeatedly ready for a reactive lift off.

Challenge 3: Separation Anxiety

How to play:

<https://www.youtube.com/watch?v=UlHH9p1Mly8>

(Watch the video for reference)

Participants are given a packet of M&M's chocolates and five cups. They are to separate the M&M's into the different cups according to the different colours.

The one who finishes first wins!

Challenge 4: Candy Cane

How to play:

Place a bunch of rubber bands on the table. Each participant is given a mini candy cane. They have to hold the candy cane in their mouths and use it to hook as many rubber bands within one minute. The participant with the most rubber bands wins!

Challenge 5: Cookie Mover

How to play:

<https://www.youtube.com/watch?v=B1EPXtOLOiQ>

(Watch the video for reference)

Place a cookie on the forehead each participant. They are to move the cookie to their mouth without using their hands. The first to eat the cookie wins!

Challenge 6: Song Fight

How to play:

Place a "mic" on a box in the centre of the participants. The Game Leader will say a word, e.g., "Bell" and the participants have to think of a song that has this word. Once he/she has a song in mind, he/she has to snatch the "mic" and sing out at least two lines of the song that contains the word, e.g., Jingle bell, Jingle bell, Jingle all the way.

Possible Words:

- Love
- Reindeer
- Snowman
- Angel
- Birthday
- Joy
- Christmas

Game Leader presents the prize to the winning team!

APPENDIX C

CHRISTMAS JINGLES

1. WE WISH YOU A MERRY CHRISTMAS

We wish you a merry Christmas
We wish you a merry Christmas
We wish you a merry Christmas
And a Happy New Year

Good tidings we bring
To you and your kin
Good tiding for Christmas
And a Happy New Year

2. JINGLE BELLS

Dashing through the snow
In a one-horse open sleigh
O'er the fields we go
Laughing all the way

Bells on bob-tail ring
Making spirits bright
What fun it is to ride and sing
A sleighing song tonight

Jingle bells Jingle bells
Jingle all the way
Oh what fun it is to ride
In a one-horse open sleigh

3. DECK THE HALL

Deck the hall with boughs of holly
Fa la la la la la la la la
T'is the season to be jolly
Fa la la la la la la la la
Don we now our gay apparel
Fa la la la la la la la la
Troll the ancient Yuletide carol
Fa la la la la la la la la

Fast away the old year passes
Fa la la la la la la la la
Hail the new ye lads and lasses
Fa la la la la la la la la
Sing we joyous altogeter
Fa la la la la la la la la
Heedless of the wind and weather
Fa la la la la la la la la

4. ANGELS WE HAVE HEARD ON HIGH

Angels we have heard on high
Sweetly singing o'er the plains
And the mountains in reply
Echo back their joyous strains

Gloria
In ex-celsis Deo
Gloria
In ex-celsis Deo

Come to Bethlehem and see
Him whose birth the angels sing
Come adore on bended knee
Christ the Lord the newborn King

APPENDIX C

CHRISTMAS JINGLES WITH CHORDS

1. WE WISH YOU A MERRY CHRISTMAS (K=G)

G C
We wish you a Merry Christmas
A7 D7
We wish you a Merry Christmas
B7 Em
We wish you a Merry Christmas
C D7 G
And a Happy New Year

Chorus

G D
Good tidings we bring
C D7 G
To you and your friends
D G C
Good tidings for Christmas
C D G
And a Happy New Year

2. JINGLE BELLS (K=D)

D
Dashing through the snow,
G
in a one-horse open sleigh,
Em A7
O'er the fields we go,
D
Laughing all the way.
D
Bells on bob-tails ring,
D7 G
Making spirits bright,
Em A
What fun it is to ride and sing
A7 D
A sleighing song tonight. Oh!

Chorus

D
Jingle bells, jingle bells,
D7
Jingle all the way!
G D
O what fun it is to ride
E7 (A7) A7 (D)
In a one-horse open sleigh

(Repeat)

APPENDIX C

CHRISTMAS CAROLS

1. O COME ALL YE FAITHFUL

O come all ye faithful
Joyful and triumphant
O come ye
O come ye to Bethlehem
Come and behold Him
Born the King of angels

O come let us adore Him
O come let us adore Him
O come let us adore Him
Christ the Lord

Sing choirs of angels
Sing in exultation
O sing all ye citizens
of heaven above
Glory to God
Glory in the highest

2. O LITTLE TOWN OF BETHLEHEM

O little town of Bethlehem
How still we see Thee lie
Above Thy deep and
Dreamless sleep
The silent stars go by
Yet in Thy dark streets shineth
The everlasting Light
The hopes and fears of
All the years
Are met in Thee tonight

Yet in Thy dark streets shineth
The everlasting Light
O come to us abide with us
Our Lord Immanuel

3. AWAY IN A MANGER

Away in a manger
No crib for a bed
The little Lord Jesus
Laid down His sweet head
The stars in the sky
Looked down where He lay
The little Lord Jesus
Asleep on the hay

The cattle are lowing
The Baby awakes
But little Lord Jesus
No crying He makes
I love Thee Lord Jesus
Look down from the sky
And stay by my cradle
Till morning is nigh

Be near me Lord Jesus
I ask Thee to stay
Close by me forever
And love me I pray
Bless all the dear children
With Thy tender care
And fit us for heaven
To live with Thee there

4. THE FIRST NOEL

The first Noel the angel did say
Was to certain poor shepherds
In field as they lay
In fields where they
Lay keeping their sheep
On a cold winter's night
That was so deep

Noel Noel Noel Noel
Born is the King of Israel

5. HARK THE HERALD ANGELS SING

Hark the herald angels sing
Glory to the newborn King
Peace on earth and mercy mild
God and sinners reconciled
Joyful all ye nations rise
Join the triumph of the skies
With angelic hosts proclaim
Christ is born in Bethlehem
Hark the herald angels sing
Glory to the new-born King

Hail the heav'n born
Prince of Peace
Hail the Sun of Righteousness
Light and life to all He brings
Ris'n with healing in His wings
Mild He lays His glory by
Born that man no more may die
Born to save the sons of earth
Born to give them second birth
Hark the herald angels sing
Glory to the new-born King

6. WHAT CHILD IS THIS

What Child is this who laid to rest
On Mary's lap is sleeping
Whom angels greet
With anthems sweet
While shepherds watch are keeping

This this is Christ the King
Whom shepherds guard
And angels sing
This this is Christ the King
The Babe the Son of Mary

7. SILENT NIGHT

Silent night holy night
All is calm all is bright
Round yon virgin mother and child
Holy Infant so tender and mild
Sleep in heavenly peace
Sleep in heavenly peace

Silent night holy night
Shepherds quake at the sight
Glories stream from heaven afar
Heavenly hosts sing alleluia
Christ the Saviour is born
Christ the Saviour is born

Silent night holy night
Son of God love's pure light
Radiant beams from Thy holy face
With the dawn of redeeming grace
Jesus Lord at Thy birth
Jesus Lord at Thy birth

8. O HOLY NIGHT

O holy night
The stars are brightly shining
It is the night of
The dear Saviour's birth
Long lay the world
In sin and error pining
Till He appeared
And the soul felt His worth

A thrill of hope
The weary world rejoices
For yonder breaks
A new and glorious morn
Fall on your knees

O hear the angel voices
O night divine O night
When Christ was born
O night divine
O night O night divine

9. JOY TO THE WORLD

Joy to the world the Lord is come
Let earth receive her King
Let every heart prepare Him room
And heaven and nature sing
And heaven and nature sing
And heaven and heaven
And nature sing

Joy to the world the Saviour reigns
Let men their songs employ
While fields and floods
Rocks hills and plains
Repeat the sounding joy
Repeat the sounding joy
Repeat repeat the sounding joy

He rules the world
With truth and grace
And makes the nations prove
The glories of His righteousness
And wonders of His love
And wonders of His love
And wonders and wonders
Of His love



APPENDIX C

CHRISTMAS CAROLS WITH CHORDS

1. O COME ALL YE FAITHFUL (K=E)

E B7
O come all ye faithful
E B7
Joyful and triumphant
C#m
O come ye
F#m B7 A B7
O come ye to Beth-le-hem
E A E
Come and behold Him
F#m B7
Born the King of angels

Chorus

E
O come let us adore Him
B7
O come let us adore Him
A B7
O come let us adore Him
F#m B7 E
Christ.....the Lord

E B7
Sing choirs of angels
E B7
Sing in exultation
C#m F#m
O sing all ye citizens
B7 A B7
Of heaven above
E A E
Glory to God
F#m B7
Glory in the highest
(repeat chorus)

2. O LITTLE TOWN OF BETHLEHEM (K=C)

C Dm
O little town of Bethlehem
G C
How still we see Thee lie
C Dm
Above Thy deep and dreamless sleep
G C
The silent stars go by
E
Yet in Thy dark streets shineth
F E
The everlasting Light
C Dm
The hopes and fears of all the years
Dm G C
Are met in Thee tonight

E
Yet in Thy dark streets shineth
F E
The everlasting Light
C Dm
O come to us abide with us
Dm G C
Our Lord Immanuel

3. AWAY IN A MANGER (K=D)

D D7
Away in a manger
G D
no crib for a bed
A
The little Lord Jesus
G D
laid down His sweet head
D D7
The stars in the sky
G D
looked down where He lay
Em D
The little Lord Jesus
Em A7 D
Asleep on the hay

D D7
The cattle are lowing
G D
The Baby awakes
A
But little Lord Jesus
G D
No crying He makes
D D7
I love Thee Lord Jesus
G D
Look down from the sky
Em D
And stay by my cradle
Em A7 D
Till morning is nigh

D D7
Be near me Lord Jesus
G D
I ask Thee to stay
A
Close by me forever
G D
And love me I pray

4. THE FIRST NOEL (K=C)

C Em F Em
The first Noel the angel did say
Dm Em
Was to certain poor shepherds
Dm G C
in field as they lay
C Em
In fields where they
F Em
lay keeping their sheep
F Em
On a cold winter's night
Dm G C
that was so deep

Chorus

C Em F C
Noel, Noel, Noel, Noel
F Em Dm C
Born is the King of Is - rael

5. HARK THE HERALD ANGELS SING (K=D)

D A
Hark the herald angels sing
G A D
Glory to the new-born King
D A
Peace on earth and mercy mild
Em A
God and sinners reconciled
F#m G
Joyful all ye nations rise
F#m G A
Join the triumph of the skies
G Em
With the angelic hosts proclaim
A Em A7 D
Christ is born in Bethlehem
G Em
Hark the herald angels sing
A Em A7 D
Glory to the new-born King

D A
Hail the heav'n born Prince of Peace
G A D
Hail the Son of righteousness
D A
Light and life to all He brings
Em A
Ris'n with healing in His wings
F#m G
Mild He lays His glory by
F#m G A
Born that man no more may die
G Em
Born to raise the sons of earth
A Em A7 D
Born to give them second birth
G Em
Hark the herald angels sing
A Em A7 D
Glory to the new-born King

6. WHAT CHILD IS THIS (K=DM)

Dm
What Child is this
C
Who, laid to rest
Bb A7
On Mary's lap is sleeping
Dm
Whom angels greet with
C
anthems sweet
Bb A7 Dm
While shepherds watch are keeping

Chorus

F C
This, this is Christ the King
Bb
Whom shepherds guard
A7
and angels sing
F C
This this is Christ the King
Bb A7 Dm
The Babe, the Son of Mary

7. SILENT NIGHT HOLY NIGHT (K=A)

A
Silent night holy night
Bm E A A7
All is calm all is bright
D Bm A A7
Round yon virgin mother and child
D Bm A
Holy infant so tender and mild
E E7 A F#m
Sleep in heavenly peace
A E A
Sleep in heavenly peace

A
Silent night holy night
Bm E A A7
Shepherds quake at the sight
D Bm A A7
Glories stream from heaven afar
D Bm A
Heavenly hosts sing alleluia
E E7 A F#m
Christ the Saviour is born
A E A
Christ the Saviour is born

A
Silent night holy night
Bm E A A7
Son of God love's pure light
D Bm A A7
Radiant beams from Thy holy face
D Bm A
With the dawn of redeeming grace
E E7 A F#m
Jesus Lord at Thy birth
A E7 E A
Jesus Lord at Thy birth

8. O HOLY NIGHT (K=A)

A
O holy night
D A
The stars are brightly shining

It is the night of the
E A

Dear Saviour's birth

A
Long lay the world
D A

in sin and error pining
C#m

Till He appeared
G#m C#m
And the soul felt His worth

Chorus

E
A thrill of hope
A
The weary world rejoices
E

For yonder breaks anew
A
A new and glorious morn
F#m C#m
Fall on your knees

Bm F#m
O hear the angel voices
A E D C#m

O night divine O night
E A

When Christ was born
Bm E A D

O night divine
A E A
O night O night divine

9. JOY TO THE WORLD (K=C)

C
Joy to the world
G C
The Lord is come
F G C
Let earth receive her King
C
Let every heart prepare Him room
And heaven and nature sing
G
And heaven and nature sing
C F G C
And heaven and heaven and nature sing

C
Joy to the world
G C
The Savior reigns
F G C
Let men their songs employ
C
While fields and floods
Rocks hills and plains

Repeat the sounding joy
G
Repeat the sounding joy
C F G C
Repeat repeat the sounding joy

C
He rules the world
G C
With truth and grace
F G C
And makes the nations prove
C
The glories of His righteousness

And wonders of His love
G
And wonders of His love
C F G C
And wonders and wonders of His love

APPENDIX D

PERSONAL TESTIMONY GUIDELINES

What Christmas means to you and how Jesus came into your life

(5 minutes)

Align your personal testimony with the concept of this IBHFC:

Let the questions below guide you in the writing of your testimony.

1) How your life was like before you become a Christian

- What awakened a need for God within you

2) How you became a Christian

- Who introduced Jesus to you
- What you heard about who God is and what He did to show you that He loves you
- How it was presented to you
- What caused you to make a decision to believe in God
- What you did to invite Jesus into your life

3) How life was after you became a Christian

- What your life was like immediately after you gave your life to Jesus
- How long you have been a Christian
- How God helped you to solve the problem or struggles that you had before you became a Christian.
- Write down three things you are thankful to God for since you became a Christian.

APPENDIX E

ONE-ON-ONE SHARING (John 3:16 Presentation)

CL pairs up members with guests for one-on-one sharing of the John 3:16 Presentation.

POSSIBLE RESPONSES

During this sharing time, the following are the possible responses of the guests and what we are to do for each response:



❖ If the guest says “Yes” to Salvation, confirm the decision using Scriptures

- Open your Bible to John 1:12.
- Let the guest read the Scripture.
- Ask the guest: “When you receive Jesus Christ into your life, who have you become?”
Answer: A Child of GOD
- Congratulate the guest for the decision made.

Still within small groups, all cell members are to ask their guest if there is a need he/she can pray over. Pray a prayer of blessing for each of the guests, and as the Lord leads release the Holy Spirit’s fullness before moving on to the last phase of the programme.

Pray:

Lord, I thank You for the salvation of (guest’s name). I pray that You will fill him/her with the fullness of the Holy Spirit, and that he/she will experience Your love daily. I ask for the full blessings of the Cross to be upon him/her. Lead him/her in Your ways. Surround him/her with Your protection. In Jesus’ name I pray, Amen.

- Fill up his/her details in the Response Card.
- Invite the guest to join your cell activities and to come for the Christmas services.

❖ If the guest is not ready to receive Christ but is open to know more about God, say:

I understand that you are not ready at this point to make this decision to invite Jesus into your life. But like what I have shared, God is real and hears our prayers. May I pray for you that God will reveal Himself to you and help you to experience His love in your life? If this is what you want, please repeat this prayer after me and mean the words in your heart.

Pray the “Seeker’s Prayer”:

Dear Jesus, I do not know You but my friend tells me that You are real. I would like to know You more and I pray that You will reveal Yourself to me in the way You have shown Yourself to other Christians. Please help me to know Your love. Thank you for hearing me. I pray this in Jesus’ name, Amen.

❖ If the guest says “No” to Salvation, probe to understand his/her concerns and offer to pray a blessing over him/her.

Pray:

Lord, I thank You for this chance to share Your love with (guest’s name). I ask that You will continue to keep him/her in good health and in joyful spirit, and that one day, (guest’s name) will come into the wonderful experience of knowing and walking with You. Seal this truth in his/her mind. Thank You in the name of Jesus, Amen.

- Invite the guest to join your cell activities and to come for the Christmas services.



APPENDIX F

GIFT EXCHANGE

Instructions:

1. Everyone sits in a circle holding the gift he/she brought to the party.
2. CL will read aloud the story below.
3. Everyone passes his/her gift in the direction told in the story and changes directions every time "Left" or "Right" is mentioned.
4. At the end of the story, everyone keeps the gift he/she is holding.

STORY FOR GIFT EXCHANGE RIGHT FAMILY CHRISTMAS

Christmas was almost here, and Mother RIGHT was finishing the Christmas baking. Father RIGHT, Sue RIGHT, and Billy RIGHT returned from their last-minute Christmas errands.

"There's not much LEFT to be done," said Father RIGHT as he came into the kitchen. "Did you leave the basket of food at church?" asked Mother RIGHT. "I LEFT it RIGHT where you told me to," said Father RIGHT. "I'm glad my shopping is done," said Billy RIGHT. "I don't have any money LEFT." The hall telephone rang, and Susan RIGHT LEFT to answer it.

She rushed back and told the family Aunt Tillie RIGHT LEFT a package for us RIGHT on Grandma RIGHT's porch. "I'll go over there RIGHT now and get it," she said as she LEFT in a rush. Father RIGHT LEFT the kitchen and brought in the Christmas tree. By the time Susan RIGHT returned, Mother RIGHT, Father RIGHT, and Billy RIGHT had begun trimming the tree.

The entire RIGHT family sang carols as they finished the decorating. Then they LEFT all the presents arranged under the tree and went to bed, hoping they had selected the RIGHT gifts for their family. Now I hope you have the RIGHT present for yourself, because that's all that's LEFT of our story...Except to wish you a Merry Christmas... Isn't that RIGHT?



APPENDIX G

SHARING THE CHRISTMAS STORY WITH CHILDREN

Transition to the sharing

"We just had a lot of fun together in this Christmas party, but do any of you know the reason for why we celebrate Christmas? It's not just about gifts or yummy food or family, the reason why we celebrate is because of the greatest gift of all – Jesus!

Jesus is God's Son and at Christmas, we celebrate that Jesus was born on earth, for a very important reason. But first let me share with you what happened that first Christmas night."

OPTION 1 – WATCH A VIDEO

Preparation

- Assign a cell member or a GKidz child within the cell to share a simple 2-3 minute testimony of God's reality in their life, through answered prayer, miracle or healing. Ensure that the testimony is something that the children visitors can relate to.
- Download the Nativity Story video onto your laptop (<https://vimeo.com/83109095>)
- Either connect the laptop to a TV or projector, or play the video on your laptop if the group of children is not very big. Consider using external speakers to amplify the volume.

Instructions for Video Playback

- Play the video until the end, including the song, or if you do not want to play the song, stop the video at the 2:05 minute mark.
- Summarise the Christmas story – "This happened over 2,000 years ago. An angel told Mary that she would have a baby that would be very important. He was so important that angels appeared to announce His birth, shepherds and wise men from a far away country came to meet and worship Him. Why was this baby so important? Well, that's because He is God's Son, Jesus and He came to be the Saviour of the whole world. He grew up to save many people and healed the sick."
- Transition to testimony – "Jesus wasn't someone who only saved people many many years ago. He continues to save and help us today. Let us invite _____ to share a short testimony about how Jesus has been real in his/her life."

Testimony sharing

- Transition to the Breaking the Barrier Illustration – "Wow thank you for sharing! Jesus is real and wants to save and help us even today! He came to save us in an amazing way. Now we are going to split into smaller groups to share with you a story using this special sticker book about Jesus and what He did to save the whole world."

Break into smaller groups of 4-5 children to share the Breaking the Barrier gospel presentation (see Section 2 for instructions on how to use this gospel sharing tool)

OPTION 2 - SHARE THE CHRISTMAS STORY USING PRINTED VISUAL AIDS

Preparation

- Print out the Christmas story visual aids in colour on A3 paper – the picture on one side and the text to read out on the back
- Ensure that the pieces of paper are in the correct order

Instructions

- Gather the children to sit facing the narrator(s) and the pictures
- Read the text for each picture in sequential order
- You can take turns among two adults to read the story
- If you have upper primary children from GKidz in your group, you can consider getting them to read the story

Picture 1



Long ago, about 2,000 years ago, an angel was sent by God to a young woman who lived in the town of Nazareth. The girl's name was Mary and she was engaged to marry a man named Joseph.

Picture 2



The angel told her that she would have a baby and it would be from the Holy Spirit and she would name Him Jesus. He would be known as Emmanuel, which means "God with us". He would save His people.

Picture 3



At this time, the Roman Emperor wanted everyone to go back to the town their families originally came from and so Mary and Joseph travelled a long way from Nazareth to Bethlehem, back to Joseph's hometown. Joseph and Mary travelled very slowly because Mary's baby was about to be born soon.

Picture 4



When they arrived in Bethlehem, they knocked on every door in the town, looking for a place to stay but everywhere was full of people. They went from inn to inn until they reached the last inn. The owner welcomed them but only the stable, where animals would sleep, had space for them.

Picture 5



At last, they had a place to stay but it was dirty, smelly and unhygienic. It was not suitable for a baby to be born in. Mary gave birth to Jesus right there in the stable.

Baby Jesus was wrapped in strips of cloth and placed in the manger, a trough that is used to feed animals.

Picture 6



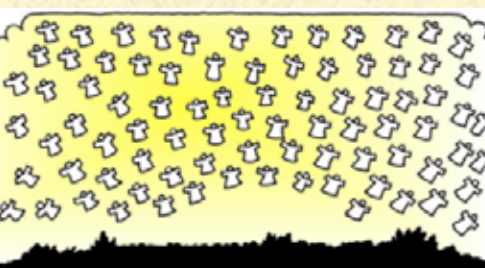
Meanwhile, there were a group of shepherds keeping watch over their flocks in the fields nearby.

Picture 7



Suddenly, an angel appeared in front of them and they were taken aback by it! The brightness of the Lord's glory flashed upon them but the angel said, "Don't be afraid, I have good news for you which will make everyone happy. This very day in King David's hometown, a Saviour is born for you, He is Christ the Lord. You will know who He is because He will be dressed in strips of cloth and lying in a manger.

Picture 8



Suddenly, many other angels came down from heaven and joined in praising God. They said "May glory be given to God in the highest heaven! And may peace be given to those he is pleased with on earth!"

Picture 9



After the angels had left and gone back to heaven, the shepherds said to each other, "Let's go to Bethlehem and see what the Lord has told us about". They hurried off and found Mary and Joseph. They saw the baby lying in the manger.

The shepherds told everyone about the baby and people were amazed at the story that the Son of God was actually born in a stable.

Picture 10



When Jesus was born in the village of Bethlehem, three wise men from the east came to Jerusalem. They had followed a star in the sky and wanted to find Jesus to worship Him.

The star they had seen in the east went on ahead of them till it stopped at the place where Jesus was.

Picture 11



When the men went into the house and saw the child with Mary, they knelt down and worshipped him. They took out their gifts of gold, frankincense and myrrh and gave it to Him.

Picture 12



This happened over 2,000 years ago. An angel told Mary that she would have a baby who would be very important. He was so important that angels appeared to announce His birth, shepherds and wise men from a far away country came to meet and worship Him. Why was this baby so important? Well, that's because He is God's Son, Jesus and He came to be the Saviour of the whole world. He grew up to save many people and healed the sick.

- **Transition to testimony** – “Jesus wasn’t someone who only saved people many many years ago. He continues to save and help us today. Let us invite _____ to share a short testimony about how Jesus has been real in his/her life.”

Testimony sharing

- Transition to the Breaking the Barrier Illustration – “Wow thank you for sharing! Jesus is real and wants to save and help us even today! He came to save us in an amazing way. Now we are going to split into smaller groups to share with you a story using this special sticker book about Jesus and what He did to save the whole world.”

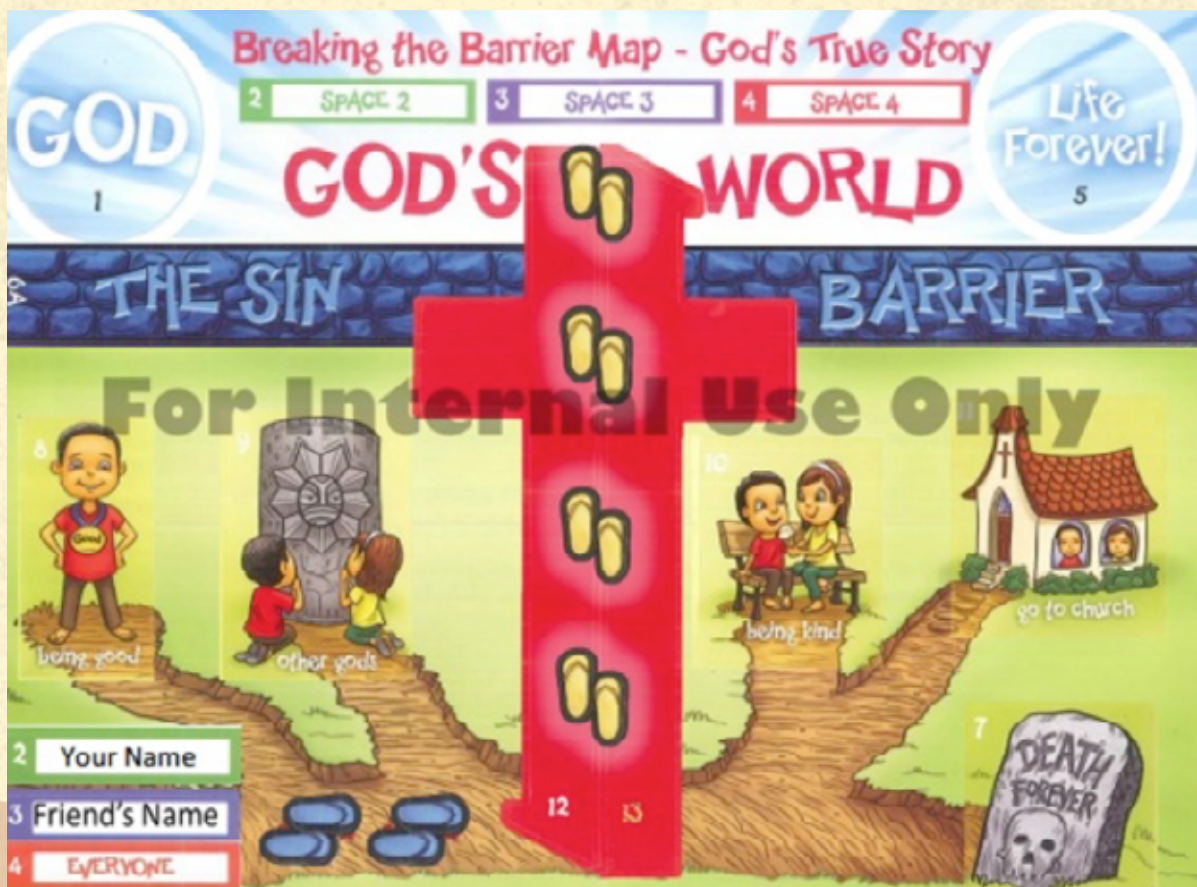
Break into smaller groups of 4-5 children to share the Breaking the Barrier gospel presentation (see Section 2 for instructions on how to use this gospel sharing tool)

APPENDIX G

BREAKING THE BARRIER ILLUSTRATION

Breaking the Barrier is a sticker booklet tool that GKidz uses to share the gospel with children in an interactive, understandable way. The booklet follows the sequence of the John 3:16 diagram, with a sticker to be pasted by the child at each step. The booklet includes a recommended script for what to say with each step, but the overview below is included for your early preparation if required.

Here is the completed picture after all stickers are pasted:



- 1) Explain to the children that we have a God who is great and who created the universe! He created the stars, moon, sun, trees, animals, everything!
(Stick the "God" sticker)



- 2) Tell the children that God created you and me, He created everyone! (Stick stickers 2, 3 and 4, and write "You" and "Me" in blanks 2 and 3)



- 3) Share with the children that He created us so that He could spend life forever with us!
(Stick the "Life Forever" sticker)





- 4) Tell the children that Man chose not to have life forever with God; instead Man chose to do things their own way. They chose not to listen to God and instead they chose to do what is wrong. This is called sin. And by choosing to sin, we choose to build a sin barrier between God and us. (Stick "Sin Barrier" sticker)



- 5) Because of our choice to sin, we cannot be with God, because God is holy and pure. And the more we choose to sin, the more we are separated from God. And it leads to us being separated from God. (Move the stickers down to the corresponding spaces at the bottom of the sheet)

- 6) Explain to the children that because of this separation, we will no longer have life forever, but we will instead be led to death forever. (Stick "Death Forever" sticker)



- 7) Help the children understand that we have tried many ways to get back to God. Sometimes we try to do good deeds, like helping the elderly, helping my mummy wash the dishes, but no matter how much we do, we will not be good enough for God (Stick the "Being Good" sticker).



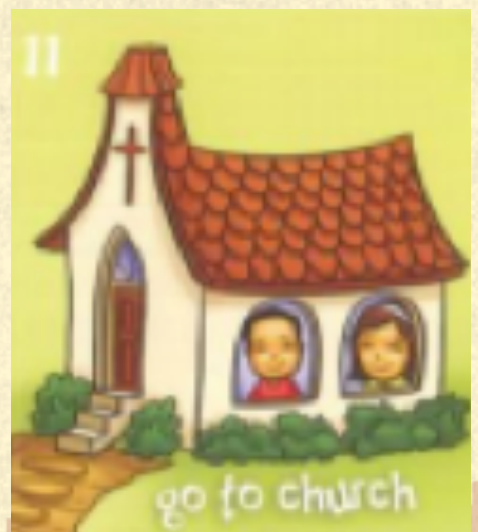
8) Sometimes, we choose to turn to other gods, but there is only one true God (Stick the "Other gods" sticker).



9) Sometimes, we also try to be kind to others, but you know what, we still love ourselves the most (Stick the "Being Kind" sticker).



10) And sometimes we think we can get back to God by choosing to go to church, but going to church is not enough if we are still the same inside (Stick the "Going to Church" sticker).



- 11) Remember, God created you and me. He loves us so much that He chose to send His Son, Jesus down to earth. (Stick the half of the cross pointing downwards) That is why we celebrate Christmas – the birth of Jesus! That God gave us the greatest gift for our lives. He is the Saviour of the world.
- 12) When Jesus grew older, He chose to share with us through miracles and wonders, how much God loves us! But people still choose to sin. Do you think Jesus chose to give up on people at that time? No, He did not! Jesus chose to show us just how much He loves us by choosing to die on the Cross for us! That was the ultimate price He could pay for our sins. And guess what, Jesus did not stay dead. Three days after He died on the Cross, He rose again! And because He was no longer dead, He had the power over death and broke the sin barrier, giving us a way to go back to God again. (Stick the other half of the Cross pointing upwards)



- 13) To return to God, all we need to do is to come to the Cross (stick the blue pairs of sandals on the path towards the Cross) and ask God to forgive your sins (stick the gold pairs of sandals up the Cross)
- 14) Tell the children that "Today, Jesus wants you to know that He loves you, even when you have done wrong before. He has chosen to be your Friend, but He also gives you a choice. He is the greatest gift that you can ever receive this Christmas. Will you choose to allow Jesus into your heart as your Friend? Will you choose to allow Jesus to take away your sins and will you choose to follow Him?"
- 15) If the children answer "Yes", get them to repeat this prayer after you: "Dear Jesus, thank You for choosing to love me. Thank You that Your love for me never ends. Today I am making a choice. I choose to love You. I choose You to be my Saviour and my Friend. Please forgive me for all the wrong things I have done. I choose to belong to You. In Jesus' name I pray, Amen"