



Leader's Guide

We are excited your church
is joining our DC4K family.

DIVORCE *Care*[®]

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GETTING STARTED

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- Visit the DC4K website
- View the Watch Me First! (Leaders Only) video located on Disc 4
- Preview the Leader Training DVD
- Read through the DC4K Leader's Guide
- Register on the LeaderZone
- Preview the children's Activity Book
- Preview at least one story in the *Stories for Kids in Divorce* book
- Preview at least one set of the *Kids Like Me* and the *Stories from the Bible* videos
- Listen to a song from the DC4K CDs
- Promote your group meeting
- Connect with the DC4K headquarters team
- Pray for leaders

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RUNNING A WEEKLY SESSION

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“Before you ever start with the kids in the room, sit down and draw out your room. I am a visual person, so I need to see the room and where things are.

Also realize that each cycle is different.

No two cycles or groups of kids are ever alike.”

Leader, MI

DC4K SCHEDULE

We've designed two streamlined methods to help you get your DC4K group up and running as quickly as possible. The model used and preferred by the majority of DC4K groups is a two-hour schedule. An alternative 90-minute schedule is also available.

A basic session schedule is below to help you choose what will work best for your time frame.

SESSION OUTLINE – Session Title	2 hours	90 minutes
GREETING	15 min.	15 min.
OPENING CIRCLE TIME	15 min.	15 min.
KIDS LIKE ME DVD DRAMA	15 min.	10 min.
STORYBOOK TIME	15 min.	15 min.
BATHROOM BREAK	5 min.	5 min.
SMALL GROUP INTERACTION	20 min.	15 min.
FOCUSING ACTIVITY	10 min.	0 min.
STORIES FROM THE BIBLE ON DVD	15 min.	10 min.
CLOSING CONNECTION CIRCLE	10 min.	5 min.

Each week it's important to read through the complete session in advance, including the Leader's Notes and Lesson Plan (see the Lesson Plans book, which includes detailed instructions for the leaders, an outline for each of the 13 sessions, and a weekly Preparation List). In the Preparation Lists, we have a list of items to prepare and collect ahead of time and another list of things to do 30 minutes before the children arrive. We suggest that you go over the next week's session before you leave each week. This way, decisions can be made as to who will be responsible for various items. It's important to always include the essential pieces of DC4K:

- Activity Book pages
- Weekly Scripture and prayer
- *Kids Like Me* video
- *Stories from the Bible* video
- Music
- Scripture Decoder

LESSON PLAN: DETAILED DESCRIPTION - SESSION 1

The Session 1 Lesson Plan (from the Lesson Plans book) is included in this section with added descriptions about the different parts of a weekly session. The idea is to help leaders become more familiar with the session layout and to better understand the philosophies and intent behind each aspect of a DC4K session.

SESSION 1: WHAT'S HAPPENING TO MY FAMILY?

This session will look a bit different than the remaining 12 weeks to accommodate for registration. The goal of this session is to meet and greet kids, begin to establish a trusting group atmosphere, and begin laying the foundation for a healing environment for children.

LEADER'S NOTES

DESCRIPTION

Each session includes a brief summary of the key points for leaders to know as they prepare to lead their DC4K group. Each leader should read through the Leader's Notes before starting weekly preparations.

Goal: To help the children of divorce find comfort and relief from the anxiety of what's happening in their families.

Scriptural Objective: To demonstrate a Christlike image for the children as they enter the door and begin the DC4K journey of healing.

Gospel Spotlight: God loves each child.

This Session Will Help the Children:

- Know they're safe in this place
- Learn and understand what is going to happen each week at DC4K
- Have fun and connect with new friends

Leader Insights for This Week:

Welcome the Family

Understand that the first week can be difficult for children coming to DC4K as they might not be familiar with your church, adult leaders, or other children. Look at every child entering the group as a hurting child. These children are hurting because of the breakup of their families. Be intentionally welcoming, friendly, and sensitive during this first session. Help the children feel as if they're being welcomed into a family atmosphere that will show them unconditional love and acceptance over the next 13 weeks.

Helpful Hint

The Gospel Spotlight is a section in the Leader's Notes each week that will help highlight an aspect of sharing the gospel with children that leaders can incorporate into the session. By the end of 13 weeks, all the essential gospel elements will have been covered.

Feeling Safe

The main focus of this first session is to get acquainted with each child and help the children feel safe in this environment. Communicate that all of the leaders are Safekeepers. Tell the children it is their job to help you keep things safe. During Opening Circle Time, you'll have a chance to remind the children that DC4K is a safe place and talk about confidentiality within the group. You'll also help the children feel safe by establishing group guidelines, creating rituals, and following the weekly routine.

Talk with your church leadership for any church-specific direction when presenting the gospel to children.

Flexibility

Remember that your first meeting will make it challenging to stay exactly on schedule as you might have to allow extra time for registration, introductions, questions, and helping children feel welcomed and comfortable. Practice grace and patience as you begin the journey of ministering to the hearts of these hurting children.

Registration

Holding an Orientation/Registration Session prior to starting the actual 13-week cycle is a great way to get your registration information. If you opted not to have an Orientation/Registration Session prior to Session 1, then you need to make sure you have sufficient time and supplies to complete registration during this first session. Pass out Welcome Packets to each parent, which include the Registration and Child Information Forms downloadable from the LeaderZone Library. If you're holding registration on the first night, adjust the schedule as follows: Skip the song under "Scripture and Prayer" and skip the section entitled "Focusing Activity."

PREPARATION LIST

<p><i>DESCRIPTION</i></p> <p>The Preparation List contains all of the items that need to be gathered or prepared during the week before the session. Each week's Preparation List is specific to that week (see also the Supply Lists section on page 105 of this Leader's Guide). The Preparation List also provides you with instructions on what needs to be done to set up the room 30 minutes before the children arrive. For instance, you'll need to set up three or four "stations" in the room before the children come. (A station is a table or area where small groups of children can sit and work on their Activity Book pages, do a group project, or prepare their snacks. Stations are used during the 15-minute Greeting time when children are arriving and again halfway through the evening in the Small Group Interaction time. See the LeaderZone Library for articles on fitting stations into your schedule.)</p> <p>Make copies of the weekly Preparation List to give to your leaders and your prep team.</p>	<p>Helpful Hint</p> <p>Lighten prep load by having Safekeepers and helpers divide up the sections of each lesson and prepare only for their own section. You might choose to rotate roles each week.</p> <p>Be sure to watch the DVD segment for each session ahead of time and practice reading the story aloud before kids arrive.</p>
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SESSION 1: WHAT'S HAPPENING TO MY FAMILY? PREPARATION LIST

TO DO – Before the Session Meeting:

- Pray for children attending DC4K (if you have a list, pray individually by name).
- Read the entire Lesson Plan.
- Download & make copies (from LeaderZone Library, www.dc4k.org/leaderzone). *Make 1 copy of each, unless otherwise noted:*

- Name Tags (1 name tag per child, copy on card stock or brightly colored paper, to be laminated after kids decorate this week)
 - About Me (1 copy per child who didn't fill one out at the Registration Session)
 - Session Schedule (enlarge & laminate)
 - Job Descriptions
 - Job Sheet (8 copies, 1 used per week for the first 8 sessions)
 - Family Word Search Answer Key (Family Word Search found in AB,* p.3)
 - Self-Serve Snack Instructions
 - Breaking Bread Instructions
 - Scripture Decoder (1 copy per child)
 - Welcome Packets pages (1 per parent who didn't receive one at the Registration Session)
 - Purchase/collect the following items for this session:
 - Self-Serve Snack
 - Peanut butter†
 - Bread
 - Apple juice
 - Small paper plates
 - Plastic knives
 - Small paper cups
 - Breaking Bread
 - Applesauce
 - Water
 - Plastic spoons
 - Small paper cups
 - Game Supplies
 - 1 soft ball or stuffed animal
 - Journaling/Herby Mailbox Supplies
 - Writing utensils
 - Paper or stationery
 - Mailbox or box with lid
 - Art Supplies
 - Markers, yarn, etc., to decorate Name Tags and to wear around neck or affixed to shirts (all 13 weeks). You might choose to use sticker tags this week and save the decorated tags until laminated.
 - Large paper for Group Guidelines
 - Boxes with no tops and low sides, e.g., a box that holds soda cans or a large cereal box with the front cut off and sides taped (1 box per 5 children)
 - 1 Ping-Pong® ball per box
 - 1 set of tongs per box
 - Disposable bowls for paint
 - Stickers of treasures, fish, seashells, etc., to decorate Treasure Boxes
 - Optional: Kids might enjoy making their own Storm in a Bottle (see instructions below). Use small plastic water bottles during Breaking Bread time, and the children can recycle their empty bottles. Bring needed supplies.
 - Optional: A small ball or a wristband with a connecting latch (1 per child; see Devotion)
 - Make ahead:
 - 1 Storm in a Bottle: Fill a 2-liter soda bottle with water; add blue food coloring. Put Monopoly® houses or other small items, such as cars, trees, etc., in the bottle. Secure lid to bottle with duct tape. Shake to see funnel.
- TO DO – 30 Minutes Before Children Arrive:**
- Take out the Weekly Art Tote (see list on p. 106 of Leader's Guide).
 - Post Job Sheet and Session Schedule.
 - Post Herby's Feelings Poster and place sticky notes and pencils beside it.
 - Put on a DC4K CD as background music.
 - Set up stations for Greeting activities:
 - Name Tags
 - About Me
 - Activity Book
 - Self-Serve Snack with instructions
 - Set aside items for Small Group Interaction stations:
 - Activity Book and journaling
 - Herby Mail Station (optional)
 - Ping-Pong® Blow
 - Breaking Bread with instructions
 - Treasure Box Scripture Decoder
 - Have one Activity Book per child available.
 - Make sure Energy Ball is working.
 - Make sure equipment is working:
 - TV/DVD player
 - CD player
- Reminder: Children's Activity Book pages are protected under U.S. copyright law and may not be photocopied. Please provide an Activity Book for each child.

* AB = Activity Book
† ALLERGY ALERT!

SESSION OUTLINE

DESCRIPTION

The session outline provides a quick view of the entire session with time allocations and references, such as song choice or page numbers. This can be an extremely useful tool during session preparations and if you lose your place during a given session.

WHAT'S HAPPENING TO MY FAMILY?	2 HOURS	90 MIN
GREETING Music: "Kids Like Me" (Disc 1, Song 1) Greeting Activities: 1. Introduction and Name Tags 2. Job Sheet 3. Herby's Feelings Poster Activity Book Station: Family Word Search (AB, p. 3) Additional Activity Station: About Me Self-Serve Snack Station: Peanut butter sandwiches and apple juice Herby Mail Station: (Optional)	15 MIN	15 MIN
OPENING CIRCLE TIME Music: "Herby Rap" (Disc 1, Song 2) Welcome: 1. Session Schedule 2. Herby Minute (and introduction) 3. Safekeeper concept Alphabet Stretches: A & B on the flip chart, stress-reducing diaphragm breathing, cross-lateral, and cross-midline movements Scripture and Prayer: 1. Psalm 32:7 2. "You Are My Hiding Place" (Disc 2, Song 1) (Skip if you hold registration on the first night) Creating Group Guidelines Topic Introduction: Read This Week's Goals (AB, p. 2)	15 MIN	15 MIN
KIDS LIKE ME DVD DRAMA "The Kids Connect" (Disc 1, Week 1) Drama Discussion Questions	15 MIN	15 MIN
STORYBOOK TIME Story 1 "My Parents Are Getting a Divorce? Not My Parents!"	15 MIN	10 MIN
BATHROOM BREAK	5 MIN	5 MIN
SMALL GROUP INTERACTION Activity Book Station: Storm in a Bottle (AB, p. 4) Project Station: Ping-Pong® Blow Breaking Bread Station: Applesauce and water Journaling Station: The Journaling Page (AB, p. 5) Treasure Box Station: Decorate Treasure Box; Treasure Box Scripture Decoder Herby Mail Station: (Optional)	20 MIN	15 MIN
FOCUSING ACTIVITY (Skip if you hold registration on the first night) Group Activity: Name Game	10 MIN	0 MIN
STORIES FROM THE BIBLE ON DVD "Jesus Calms the Storm" (Disc 1, Week 1) based on Mark 4:35-41 Discussion Questions	15 MIN	10 MIN

CLOSING CONNECTION CIRCLE

Devotion

Demonstration: Energy Ball

Prayer Time

Music: "United in Love" (Disc 1, Song 17)

Parent Page: Hand out

10 MIN

5 MIN

GREETING

DESCRIPTION

Place one Safekeeper at the door to welcome children as they arrive. Your group will create a "hello" ritual that includes a special handshake. Each week the Safekeepers and children will greet each other with the hello ritual and/or handshake.

Have another Safekeeper or helper available to show kids the stations and offer a quick explanation of choosing an area of interest and what's available at the stations each week. It's important, especially the first week, to provide children with personalized attention as they arrive; many might be hesitant about the program, not knowing any other children or being in an unfamiliar environment. By having various stations set up and giving children the opportunity to decide what they want to do, you'll be empowering them. So much of their power is taken away during the divorce. You'll also be teaching them to make decisions. Be sure to assign leaders to the station area.

Music: As the children arrive, have the *Kids Like Me* CD playing as background music. Music can play an important role in helping children in crisis. Music can soothe the hurts. It can convey important ideas and concepts. The two CDs contain 31 songs that specifically correspond with the weekly themes and Bible verses in DC4K. The CDs are called *Kids Like Me* and *Kids Singing Bible Songs*. The *Kids Like Me* CD contains songs you can use as teaching tools. As the children sing together as a group, they'll begin to connect with each other; the lyrics focus on common thoughts and concerns that children in divorce experience. Some of the songs are used to help the children focus or relax. The *Kids Singing Bible Songs* CD contains the DC4K weekly Scriptures set to music. Because the children's minds are on emotional overload, learning Scriptures can be very difficult. But when set to music, we expect to enhance their Scripture memorization capacity.

Information for parents on how to purchase the CDs is found in the children's Activity Book on pages iv and 102. This Leader's Guide also has information on ordering additional materials on (p. 112).

Job Sheet: Greeting time is a good time for the children to sign up for the jobs they'll perform during the session. (This first night you might want to do this during the Opening Circle Time as a way of introducing the concept of jobs and allowing the kids to help you define some of the jobs that need to get done.)

If you don't have enough jobs for every child each week, let the kids know they can sign up for a job every two weeks. Here's an easy way to keep track: Use wooden craft sticks with the kids' names printed on them and only put out the names of children who are eligible to sign up for a job each week.

Helpful Hint

You can choose to have an adult volunteer run your music each week or create a music job on the Job Sheet, a perfect job for a child who might enjoy music or technology.

Lyrics to the songs can be found in the Library at www.dc4k.org/leaderzone. Encourage the kids to make up motions and movements that are fun and will help them remember the lyrics.

Herby's Feelings Poster Station: This poster depicts various emotions children experience. We encourage you to use the Herby's Feelings Poster to help the children identify their various feelings. Children will place their names on the Feelings Poster next to the picture/word that best describes how they're feeling. This can be accomplished by giving each child a sticky note as he or she arrives. The children can write their names on the sticky notes and then place the notes on the "feeling" picture on the poster that best describes how they feel. This can also serve as your attendance chart each week. You can save the sticky notes or record them on an attendance chart at the end of the session.

Activity Book Station: The Activity Books are designed to boost the DC4K experience. They contain games, word searches, Bible verses, journaling pages, and gentle reminders of the healing process. At the end of each week's section is a short summary of a story from the Bible (these Bible stories are based on the same Bible passages as the *Stories from the Bible* DVD). Read each Activity Book page prior to the lesson.

The Activity Books are set up to accommodate the beginning reader as well as the more advanced reader. We do this in the instructions by directing them to "draw a picture" or "write a story." Children are encouraged to work at their own developmental level: For beginning readers and nonreaders, the Safekeepers or older children will need to read the instructions to them. We have also included age-related supplemental materials downloadable on the LeaderZone. These can be copied and used at your discretion. Answer keys for Activity Book word puzzles are also found in the LeaderZone Library.

While children will have fun with the Activity Books during DC4K, we expect the Activity Books will actually mean more to them after they complete the 13-week session. Many children will keep these Activity Books for years. This Activity Book will become a record of each child's story: a story of how he or she processed the divorce and grew through this period of life.

Group Project Station: This station is an art or craft project that the children work on together. It always has a tie-in to the session theme for that week and will be unique to the lesson. Refer to weekly Lesson Plans for supplies and instructions that will be needed each week.

Self-Serve Snack Station: This is an important station during the Greeting time as many families might not have time to eat a meal before coming to DC4K. If kids have hungry tummies, they won't be able to concentrate on activities and their mood will become grumpy. It's also a bonding experience for the kids to eat together as a community.

Set out all snack-making supplies and instructions at this station. Post a sign as kids check in, indicating what the snacks are each week (including ingredients). This will alert parents to anything that their children might be allergic to (be sure to keep a record of any food allergies on the children's Registration and Child Information Forms). Consider possible peanut butter substitutes

Helpful Hint

The Activity Books should stay at the church, but they can be sent home after the last session. Each child should have his or her own Activity Book (you can include the cost of the book in the registration fee). When a child is repeating DC4K, a second Activity Book will be given to encourage new explorations in healing and promote continued growth. If a child should drop out, then the Activity Book can be mailed to the home.

Helpful Hint

Anytime children arrive early, welcome them in and have them either get started at one of the stations or help you finish setting up the room. Use the opportunity to build relationships with kids apart from the larger group.

each week (preferably something with protein), such as hummus, cream cheese, guacamole, or jelly. For dairy allergies, you could provide soy milk, almond milk, or gelatins; always have water available to drink and keep soda crackers on hand as a quick snack alternative.

Children use a lot of energy when under stress and while processing the divorce. Children do better with several small meals versus three large meals during the day. We suggest you provide two snack times. The first snack is called “Self-Serve Snack” and is set up when the children arrive. At the beginning of the session, children can go to the snack area and serve themselves. Post the snack instructions (downloadable from the LeaderZone Library) for the children to read and follow.

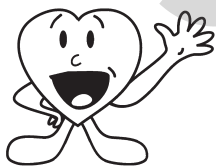
The second eating time is in the middle of the session. This eating time is called “Breaking Bread.” Because many children of divorce report eating in front of the TV or alone, we want to provide them with a time to sit down and eat with others. The children can eat with a few of their friends or with one of the Safekeepers. The Breaking Bread area should be set up to only accommodate a few children at a time. Both snack times are optional for the children, and some children might choose not to eat at all. However, as the children warm up to the group and begin to feel safe and comfortable, most will want to participate. Churches have reported this is a time when children really open up and share what is on their minds.

Suggested Snacks: Careful consideration and research has gone into the snack suggestions. You’ll find a complete 13-week snack list downloadable on the LeaderZone. The suggestions include stress-reducing foods that contain potassium, such as bananas and orange juice; comfort foods, such as applesauce, that feel soft and soothing in the mouth; and foods that are crunchy and hard to bite, such as pretzels, for the children who are angry. Many children who have problems focusing do well on foods high in protein, so we have several snacks using peanut butter or cheese. Brains that are dehydrated can’t learn, so give the children ample opportunity to drink water. Be sure to check for allergies (some children are allergic to peanut or dairy products).

Helpful Hint

Consider purchasing individually packaged snack items when appropriate (such as applesauce, juice boxes, and pudding). These can make cleanup easier.

Herby Mail Station: You can use this as an optional station during the Greeting time. Kids can express their questions and/or concerns regarding divorce to Herby via a mail system. For details on how to set up the Herby Mail Station, see the corresponding article in the LeaderZone Library.



GREETING

15 minutes

Hand out Welcome Packets to any parents who did not receive one. Have parents fill out Registration and Child Information Forms.

Music: “Kids Like Me” (Disc 1, Song 1)

- Have playing in the background.

Greeting Activities:

- Introduction and Name Tags – Introduce yourself and ask the children their names. Have each child make and decorate a name tag that will be used for the next 13 weeks. Tell a little about what will happen this first session.