Small Group Leader’s Guide
Theme: Punctuality

Date: 25 & 26 July 2015

Character Focus: Punctuality

Lesson 1 of 4 – I will be at the right place at the right time

Series Overview
We are starting on our new series on the character value of “Punctuality”. Punctuality is showing high esteem for other people and their time. It is showing respect for others by doing the right thing at the right time. When we show consideration for other people and their time by keeping to exact time and appointment, we are communicating to them that we value and respect them.

Punctuality is not easy. It requires continuous effort. If a flight or train arrives even one minute late, it has missed the mark and is not punctual. Children must be taught to make plans to be on time; they must be taught to anticipate unexpected delays in their schedule and adjust their time and still be on time, they must leave on time in order to arrive on time; and they must avoid the trap of “just one more”.

The children will learn to demonstrate responsibility through the 5 “I will’s namely:-

1. I will be at the right time at the right place
2. I will do my work ahead of time and be prepared for unexpected delays
3. I will plan a daily schedule and keep to it
4. I will not fall into the trap of “just one more”

Memory Verse: There is a time for everything. There’s a time for everything that is done on earth. Ecclesiastes 3:1 (NIRV)

There is an appointed time for everything. And there is a time for every event under heaven. (NASB)

Bible Passage: Esther 4:9 – 5:2; 8:15-17

Introduction
We are going to teach the children on the performance values on the character – Punctuality. There will be 4 lessons on Punctuality.

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<th>Lesson</th>
<th>Character Action Point</th>
<th>Bible Passage</th>
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<td>1</td>
<td>I will be at the right time at the right place</td>
<td>Objective: Consequences of being late. It affects you and</td>
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<td>robs others of their time. Take PERSONAL responsibility in the use of God’s time to be at the right time at the right place. Bible Character: Esther – She responded to cousin Mordecai’s plea and carried out his request. She was at the right place and at the right time before King Xerxes which helped save her people. (Esther 4:9 – 5:2; 8:15-17)</td>
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<td>2</td>
<td>I will do my work ahead of time and be prepared for unexpected delays</td>
<td>Objective: PROCRASTINATION is a time stealer and it is a bad habit which can be overcome by planning ahead and to keep to 10 minute rule. Bible Characters: Jesus’ disciples did not provide food for the 5000 ahead of time</td>
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<td>3</td>
<td>I will plan a daily schedule and keep to it</td>
<td>Objective: How to PACE myself over daily activities and learn how to project enough time to move from one activity to another. Bible Character: King Josiah prepared the Passover with a plan and daily schedule and he kept to it (2 Chron 35)</td>
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<td>4</td>
<td>I will not fall into the trap of “just one more”</td>
<td>Objective: Adding one more activity impulsively or last minute will affect punctuality because it was not planned ahead and will cause delay in the next activity. Bible Character: Abraham offering Isaac. Servant asked question and he could have been distracted.</td>
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 PLATFORM TEACHING (15 mins)

Roles: Platform Teacher, Ms/Mr Punctuality, 3 leaders holding placards.
Props/Logistics: Punctuality human billboard, Powerpoint slides, Youtube video playback, Placards (GKidz will provide)

Platform Teacher (PT): Hi children. In the beginning of the year, we learnt about responsibility. Starting this week, we are going to start a new teaching series on a new character value. Can anyone guess what it is? (allow some responses). Tell you what, I will show you this short video clip and you can tell me what this new character value is after that.

(Playback https://www.youtube.com/watch?v=aRqDi09capE. Duration 0:41 min)

PT: That’s right. It’s punctuality (If children are not able to guess correctly, say this instead: “looks like you all really need some help here. I am going to invite a special friend on stage). Let me invite the world’s most punctual person on stage here in GKidz. Please put your hands together and welcome Mr/Ms Punctuality.

(Mr/Ms Punctuality walks on stage)

PT: Hi. What’s your name?

Punctuality: I am Punctuality Boo. Or, you may call my full name as Punctuality Boo Chi Dao (不迟到). I was actually at the side of the stage since a while ago. I love to be punctual and I am always on time at the right place. In fact, I like to be ahead of time just in case there are unexpected delays.

PT: You mean you are never late for school, for your school bus, for your tuition classes, for your music classes, for GKidz, for anything? How can that be? You are not God you know. God is always at the right time at the right place. His timing is perfect. He is never too early or too late. God says in His Word in Ecclesiastes 3:1 “There is a time for everything. There’s a time for everything that is done on earth.”

Punctuality: Exactly. God’s Word is very clear. In everything on earth, be it going to school, meeting our friends at the playground, going to church, there is a set time. Interestingly, while we plan and set our earthly time for everything that is done on earth, God also has His own heavenly times along with our earthly times.
PT: So, when we are punctual for everything that is done on earth, we are on the same timing as the heavenly times. Similarly, if I am late for everything on earth, I am kinda late on the heavenly times. Now, that is a situation I sure won’t want to be in. But seriously, Mr/Ms Punctuality Boo Chi Dao (不迟到) are you ever late for anything or are you always punctual.

Punctuality: Of course I have been late before and many times, just like these people.

(Ldr 1 walks on stage with Placard wording “Gee, I will be late for school” on one side. Stands on centre stage and turns Placard to reverse side “It is my maid’s fault. She forgot to set the alarm.” Ldr 1 walks off stage).

(Ldr 2 walks on stage with Placard wording “Oh dear, I am late again in boarding my school bus!” on one side. Stands on centre stage and turns Placard to the reverse side “It is the lift’s fault. Always so slow and so crowded by the time it gets to my 3rd floor unit.” Ldr 2 walks off stage).

(Ldr 3 walks on stage with Placard wording “I am going to miss GKidz scan in time. Sure kena lock out again and Ps Sor Kim/Ps Alexandra will ask why I am late.” on one side. Stands on centre stage and turns Placard to the reverse side “It is the SMRT train fault. Breaks down again.” Ldr 3 walks off stage).

PT: Wah, it is always late with a reason to blame on something or someone except...

Punctuality: Ourselves. So, boys and girls I am going to be here with you over four weeks to teach you on how to develop the character value of Punctuality and we need to put in continuous effort to be punctual for everything that is done on earth. I can show you how to plan ahead to be at the right time at the right place. It is really simple but you need to put in effort. So, bye for now and I definitely need to be ahead of time for my next appointment in case the SMRT train, the lift, the weather prevent me from being on time.

(Mr/Ms Punctuality walks off stage).

PT: Bye Mr/Ms Punctuality Boo Chi Dao (不迟到) you will surely be punctual for your next appointment. You have planned 1 hour for you to travel to Raffles City Shopping Centre. Okay children let’s break into our small group and share with our leaders how we can develop this important character value of Punctuality.
CONNECT / ICEBREAKER – Rapid Recall to Role Play (15 mins)

**Materials:** Tardiness Talking Points Picture (Appendix A)

**Leader to say:** Just now there were 3 leaders who walked on stage with the Placards. Can you recall where they were going and who were the people that would be affected by these leaders’ lack of punctuality or tardiness? Who or what did the 3 leaders blame on for their tardiness? Let’s look at the Picture.

I will divide you into 3 groups (for group size of more than 8 children). For group size with less than 8 children, divide the children into 2 groups. For each of the role play, I want you to discuss amongst your group and provide answers to these questions. Here are some blank papers and I want one person in the group to write down the answers (give 2 minutes for each question). Please keep this segment moving quickly.

**Group A Questions**

Who were the other people affected by this person’s tardiness?

Who/What was blamed for his/her tardiness

**Group B Questions**

How were the other people affected by this person’s tardiness?

How does this person’s tardiness steal the other people’s time?

**Group C Questions**

What can this person do to be punctual?

CHARACTER REVIEW (5 mins)

**Leader to say:** It is possible to be punctual and it does not depend on luck or people or things around you. You can take personal responsibility to train yourself to be punctual. For these 4 weeks, we will be learning how to be “Punctual”. What is “Punctuality”? **Punctuality is showing high esteem for other people and their time.** There are 5 ways to practice Punctuality:-

1. I will be at the right time at the right place
2. I will do my work ahead of time and be prepared for unexpected delays
3. I will plan a daily schedule and keep to it
4. I will not fall into the trap of “just one more”

Today we will learn and apply the first “I will” that is, “I will be at the right time at the
right place". A punctual person will show consideration to other people's time and be on time for the next activity or appointment.

We will see from the Bible how Esther was punctual to see King Xerxes and her punctuality saved her people from a planned mass human killing (genocide).

**BIBLE STORY (20 mins)**

Esther Chapter 4: 9 – 5:2; 8:15-17.

**Logistics: Bible Pictorial Cards (GKidz to provide)**

**Leader to say:** The Book of Esther was written during a period in history when the Israelites were taken captivity by the Persian kingdom into another land. Esther was a simple girl who was selected from a beauty pageant amongst the many beautiful women in the entire Persia kingdom to be the next Queen of Persia. However, there was a man Haman who hated the Jews so much that he succeeded in getting the King of Persia to command a mass killing of every Jew in the Persian kingdom. Instead of waiting for the killing to take place, Mordecai challenged Esther to rise up and save her people by going to the King quickly and punctually to reverse his decision.

So, did Esther do so punctually or she failed to do so? Did Esther show esteem for her people's time or did she show disrespect to their times and in this case their lives. Let's dig into the Bible and read some passages to find out.

Let's turn our Bibles to Esther Chapter 4:9 – 5:2; Chapter 8:15-17.

**DISCUSSION QUESTIONS**

1. What was the assignment that Mordecai had arranged with Esther? **(Ans: Chap 4:8. Esther was to go into the King's presence and plead for mercy to save her people)**

2. How did Esther plan to be at the right time at the right place doing the right thing? **(Ans: Chap 4: 15-16. After 3 days of fasting, she will go into the King's inner court and plead for mercy)**

3. What would have happened to her people, the Jews if Esther had not been punctual? **(Ans: They would have been killed)**

**Summary:** It is not often that our punctuality will affect a big group of people such as a whole nation. However, we need to learn to be punctual because we are showing
Esteem to people’s time and we do not want to affect them. Esther showed esteem to her people’s lives and time by being at the right time and place and doing the right thing as instructed by her cousin, Mordecai.

Esther took personal responsibility with her time and understood that the in everything that is appointed on earth that is a similar appointment in heaven.

**MINISTRY RESPONSE (10 mins)**

**Leader to say:** Some of us are prone to tardiness. We are hardly punctual. I am going to give you some time to tell God that you are sorry for being tardy. You have stolen other people’s times and you have blamed people for your tardiness instead of admitting you are late and taking personal responsibility. I am going to give you some time for you to confess to God when you are often late and who you have stolen the time and who and what you often put blame on for your tardiness.

“**Dear God, I want to do my best to be punctual. I want to respect other people’s times. I want to take personal responsibility for being late and not blamed others when I am late. Please help me to be punctual. In Jesus’ name I pray, Amen.”**

**APPLICATION ACTIVITY (10 mins)**

Each week for the rest of the punctuality lessons (1/2, 22/23, 29/30 August), the children will receive a punctuality badge as an affirmation of their effort to be there on time. The badges will be given out based on the scan-in timing of the attendance print-out (Saturday 7.30pm, Sunday 9am and 11.30am). When the badges are given out, each child will share how he/she made the effort to practice punctuality that week.

**REVIEW MEMORY VERSE (10 mins)**

**Memory Verse:** There is a time for everything. There’s a time for everything that is done on earth.  

_Ecclesiastes 3:1 (NIRV)_
Pair up the children.
• Tell the person to choose one person to be Person A and one person to be Person B. Person A is the reader and Person B is the echo.
• Person A says to Person B, “There is a time for everything”
• Person B echoes to Person A, “There is a time for everything”
• Person A says to Person B, “There’s a time for everything that is done on earth.”
• Person B echoes to Person A, “There’s a time for everything that is done on earth.”
• Switch roles between Person A and B, and practice until the children can say it from memory.

**Parent’s Toolkit (5 mins)**

**Leader to say:**

Remind the children to do these at home with their parents.

1. Go through pages 19 and 20 of Booklet B – Performance, Character Development Parents’ Toolkit.

2. Go through Week of the “Star Action Chart” and earn as many stars as you can.

**References**

1. Character First Education Series 2, Booklet 5
APPENDIX A

Tardiness Talking Points

1) Late for School

2) Late for Boarding School Bus
3) Late for GKidz