



Planning Materials

Below you will find a list of handouts that will help with FAN planning and the next steps for your FAN Committee. We hope that these resources help your church be successful with the FAN Program!

1. **FAN Committee Next Steps** – this handout includes a checklist to guide your FAN committee in getting FAN started in your church.
2. **Organizing Your Church FAN Committee** – this resource provides tips and suggestions for who to include on your FAN Committee and some suggested tasks that committee members can take responsibility for.
3. **Overview of the FAN Kick-off Event** – this guide can help your committee plan the Kick-off Event to help your church members learn about the FAN Program. The Kick-off Event is important to the success of the program at your church!
4. **Get the Message Out: Starting a FAN Bulletin Board / FAN Bulletin Board Tips**– a FAN bulletin board is a great way to get health messages to members of the church! This handout includes tips and examples for designing and updating your church's FAN bulletin board! The second page includes tips for what to include on your FAN bulletin board throughout each month of the FAN Program.



FAN Committee Next Steps

Now that we're trained what's next?

Congratulations! Now that you have completed FAN Training, your committee is all set to decide what will work best in your church! The FAN training shared key activities & ideas, but now it's time for you to finalize what your church will do and to spread the word! Be sure to consider what additional support is needed to develop a strong FAN program. Here is a quick checklist!

FAN CHECKLIST

- ✓ **Finalize your FAN Committee** – Perhaps there are members who were unable to attend FAN training who you think would be great to have on the committee! Invite them to join your FAN Committee & attend the next meeting.
- ✓ **Meet to complete your FAN Program Plan and budget (if necessary)** – Complete your plan while ideas are fresh in your mind! Be sure to plan activities that reach most members. If you want to purchase items for FAN (not necessary), develop a budget and obtain necessary approvals. Share your FAN Program Plan (and budget if you create one) with your Pastor (or others according to your church governance) for approval.
- ✓ **Plan and schedule your Kick-Off Event** – Your FAN Kick-Off should inform members and get them excited about FAN! Try to plan your kick-off for a time when most members will be present. See the *Overview of the FAN Kick-Off Event* handout for ideas. Hold your kick-off **within about 1 month** of training.
- ✓ **Set a FAN meeting schedule & assign member duties** – Set aside a time to plan as a committee. Decide *who* will do *what* & *when* to help put FAN in place. Be sure to use the FAN bulletin inserts and materials to get the message out. Share something new with your pastor and congregation each month!



Organizing Your Church FAN Committee

Considerations for your FAN Committee. Many hands make light work!

One person cannot put the FAN program into place alone. Think carefully and be creative about who will serve on your committee! We suggest having 3 to 5 members on your committee.

Having a well-organized and enthusiastic FAN Committee helps create a church body where all members see and hear encouraging health messages and have opportunities for physical activity and healthy eating.

Here are suggestions for who to include on your FAN committee:

- FAN Coordinator (required; this could be your Health Ministry Director or someone who is passionate about health and willing to coordinate the program)
- Pastor (strongly recommended)
- Health Ministry Director
- Hospitality or kitchen leader or menu planner
- Nurse, Registered Dietician, or other health professional
- Fitness instructor or personal trainer
- Leaders of youth groups, young adult groups, and seniors or singles ministries
- Anyone creative and motivated to help members to be more active and eat healthier!

These are just examples - think quality over quantity. **Choose people you can count on who will be committed to FAN and its goals.** Committee members should be good role models. They should represent a cross-section of your congregation (men, women, youth, seniors, etc.).

FAN Committee Members will be asked to do the following:

- Attend FAN committee meetings
- Share the importance of physical activity and healthy eating with members
- Support church groups in planning to include physical activity and healthy eating
- Help plan menus, snacks, and physical activity opportunities that support FAN goals
- Be a champion for physical activity and healthy eating!
- Commit to making sure FAN is successfully launched and sustained over time



Overview of the FAN Kick-off Event

Your kick-off event is **VERY** important to the success of the FAN program at your church! It is a FANTastic time to create excitement about improving the health of church members! The goal of the kick-off event is to help members learn about FAN and goals for increasing physical activity and healthy eating opportunities in your church.

FAN should reach every member in your church. Try to plan your kick-off event at a time when most members can be present. Each church is unique. Be sure to include activities that interest **ALL** members. Involve church leaders early in the planning process - this helps to get their support and buy-in. Church leader support of the kick-off event can encourage member interest and participation in FAN opportunities and programs!

Kick-off Event Guidelines

- **Share an overview about FAN** - Share information you received from the FAN Online Training.
- **Share FAN Goals** - Each activity planned for your kick-off event should be geared toward helping members take steps toward reaching FAN goals.
- **Involve your Pastor** - Your pastor plays a key role as church leader and role model. By showing his or her support and empowering you to be a key part of the health ministry, your job will be made easier.
- **Involve your youth** - Involving your youth will make FAN more exciting and will help to win the hearts of those who may not otherwise be interested (parents and grandparents).
- **Involve your cooks, menu planners, and/or kitchen staff** - Healthy eating is part of the FAN program. Consider including a taste-test, providing fruits and vegetables, or having a cooking demonstration. Everyone likes to taste food!
- **Involve other members of your church** - Having members from a cross section of the church (a member from each organization or ministry) will help to ensure that the messages of FAN are delivered to more members in the church. Members will also see that the program is open to everyone in the church.

Suggestions for Planning

Plan a special event that will get everyone in your church excited about FAN. The kick-off event should **LAUNCH** the FAN program in your church. Help members learn the main goals of FAN and why FAN is important.



- Decide on a date and time - schedule the kick-off event soon after your training -- within a month is recommended.
- Select a Sunday when most people are attending worship or another event at your church.
- Announce the date and time of the kick-off event a couple of Sundays before the event.
- Display a countdown poster indicating, “5, 4, 3... days to the start of FAN Kick-off.”
- Post signs in prominent areas that announce the kick-off activity’s date and time.
- Plan for bad weather or situations that interfere with activities - and have an alternate date.
- Identify who will help with the kick-off event and assign specific tasks.
- Set up an information booth where you can invite people learn more and ask questions before and after the kick-off event.
- Have your pastor extend a special invitation to you to present FAN during worship service.
- Plan to document the activity by taking pictures!

Ideas for Your Kick-Off Event

- Have your pastor prepare a sermon that ties healthy living to scripture.
- Invite motivational speakers to share with your congregation. For example, have someone share their success story of how healthy eating and physical activity have helped his or her health improve. Just make sure that this person has messages consistent with FAN – not fad diet or exercise programs that may be unsafe for some members.
- Demonstrate how to safely start an exercise program (see PAR-Q document in FAN – Month 1 materials).
- Prompt members to stand spontaneously and ask prepared questions of you about FAN, “What is FAN?, Why is FAN important?, Who is FAN for?, What are the goals of FAN?, How do members participate?”
- Perform a skit about the healthy eating and physical activity goals.
- Give members a bag with different fruits and vegetables.
- Invite the church cook or kitchen lead to provide demonstrations of healthy snacks or meals.
- Use the “Gospel Lift-off” tracks and invite other members to join-in!
- Conduct a “know your health bowl,” and reward those with a correct answer.
- Provide prizes!

Therefore, whether you eat or drink, or whatever you do, do all to the glory of God.”
I Corinthians 10:31 (NKJV)



Get the Message Out: Starting a FAN Bulletin Board

To make sure that health messages reach most members, FAN churches should maintain a bulletin board in a highly trafficked area. Churches are encouraged to update it monthly with information about physical activity and healthy eating, as well as with opportunities to be active and eat well. Each month we have handouts and materials that are available in the FAN electronic resources.

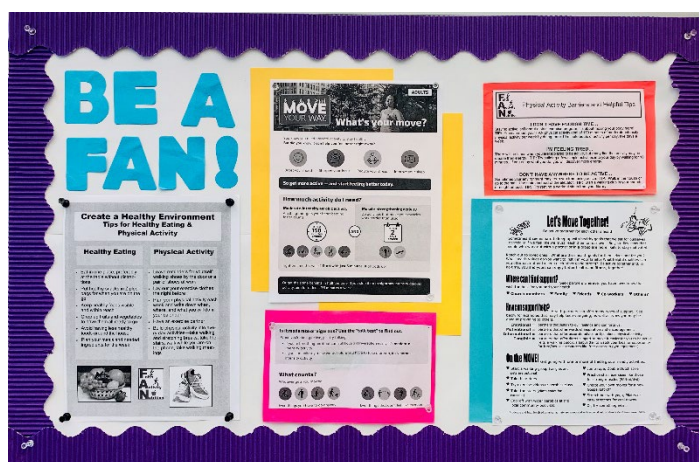
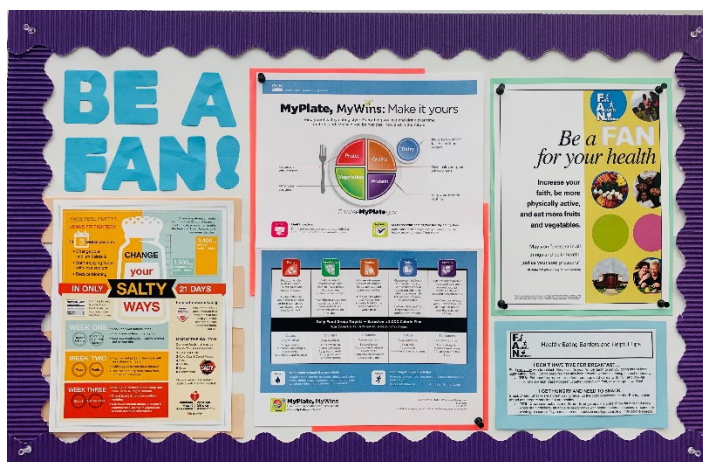
Don't have a bulletin board? Consider posting materials in any available area that will be seen by most members.

Getting Started!! FAN has provided a few basics to help get your bulletin board started, including the FAN poster, handouts and a tips sheet. However, the sky is the limit! Be as creative as your committee can be with it! Use your board as a tool to keep members informed and motivated!

Here are just a few examples of posts to consider!

- FAN Goals
- Helpful Tips & Reminders
- Announce Contests/Challenges
- Share Updates & Progress
- Scriptures
- Menu Planning Ideas
- FAN Activities/Meetings
- Recipes
- Success Stories
- Photos
- Motivational Quotes/Messages
- Spotlight Members
- Artwork
- Sign-up Sheets

Want to make sure that members read the board? Post materials against a colorful backdrop to grab their attention or post short, easy-to-read tips for passers-by on the go! Photos and mouth-watering recipes will definitely catch the eye, as will tips to stay on track & overcome barriers!





FAN Bulletin Board Tips

Below are some ideas for how you can use FAN Resource Manual, thumb drive handouts, and newsletter information to keep members motivated and informed! Make sure postings are EASY TO READ, COLORFUL, and appeal to a WIDE RANGE of church members. Share updates, photos and reminders about FAN goals, activities, and events to make it more tailored to your church!

Month 1: Spread the word about FAN goals & the FAN kick-off event!	Set up your FAN bulletin board & include the FAN poster. Share info about FAN goals, FAN Committee meetings and the FAN Kick-Off Event! Post <u>Start Simple with MyPlate</u> handout to show a balanced meal.
Month 2: Share tips & ideas to increase healthy eating & physical activity!	Share photos from your Kick-off Event and post the Fruits and Vegetable Tips handouts (<u>Focus on Fruits</u> ; <u>Vary Your Vegetables</u>). Consider posting ideas from your <u>Church FAN Plan</u> .
Month 3: Encourage goal-setting!	Encourage your congregation to set realistic, short-term physical activity and healthy eating goals! Post information about heart disease: <u>Put Your Heart Into Getting Active and Eating Healthy</u> .
Month 4: Keep working to get the word out about FAN and its goals!	Share success stories "What's FANTastic about FAN!" Continue tracking progress! Post the <u>The Salty Six</u> and <u>7 Salty Myths Busted</u> . Consider starting a church-wide challenge!
Month 5: Overcome Obstacles!	Post <u>How to Eat Better</u> and <u>How to be More Active</u> handouts. Encourage members to share some of their own!
Month 6: Plan ahead with FAN	Post the <u>Dine Out/Take Out</u> handout to highlight ways to plan ahead & encourage members to share some of their own.
Month 7: Support each other!	Post the <u>Let's Move Together</u> handout to share ways members can support each other! Post the <u>Spot a Stroke F.A.S.T.</u> handout. Try to host a group activity or start a team event for social support.
Month 8: Work to encourage members & boost confidence!	Post the <u>Building Greater Confidence</u> handout as a way to share ideas about staying on track & boost confidence! Share testimonies and small victories! Post the <u>CDC Arthritis Program's Five Key Takeaways</u> .
Month 9: Church Check-In!	Highlight what your church is doing to encourage physical activity and healthy eating. Post pics & share updates. Post the <u>Create a Healthy Environment</u> handout to share ideas & suggestions.
Month 10: Spotlight success & reward efforts!	Share success stories, goals met & rewards! Spotlight members, groups and/or committees who have taken steps to improve their health. Post the <u>Prediabetes</u> handout.
Month 11: Deal with setbacks	Use the <u>My Plan for High Risk Situations</u> handout to share ideas about overcoming setbacks! <u>Celebrations and Gatherings</u> is another one to post.
Month 12: Celebrate your health!	Post & share the <u>Be a FAN for your Health</u> handout with members! What did members find most helpful? Celebrate your church's efforts and discuss ways to maintain and increase church-wide efforts! Post the <u>SMART Goals</u> handout.