



2011-2012 Leader's Guide

TIPS FOR A SUCCESSFUL EVENT



We are pleased that you have decided to participate in Youth Encounter's Youth Quake. You can look forward to a weekend filled with friendship, learning, worship, faith growth, and fun as together we will grow in relationship with our Lord Jesus Christ and with each other. We thank and praise God for the opportunity He has given each of us to be a part of this gathering of His children!

This guide is designed to help your group have an amazing Quake experience and to help you, as the group leader, be as prepared as possible! It contains valuable information that will explain all the great things that go into the Quake weekend. The sections are listed below.

- What to do to prepare..... 1**
- Covenants 3**
- What to expect at the Quake 4**
- Other Helpful Information 6**
- What is expected of you at the Quake 7**
- What to do after the Quake..... 8**



WHAT TO DO TO PREPARE

- **Pray.**

- **Promote the Quake!**

In order to help you advertise the Quake to your youth, parents and congregation, we have created a promotional flyer that can be downloaded at www.youthencounter.org. Simply go to your specific Quake's web page. On the left hand side of the page under "Event Specific Downloads," click on the "event flyer" link. Information includes event date, location, speakers, and musicians.

- **Download the Pre-Event Packet for your specific Quake.**

Everything you need will be available by the standard postmark deadline for your Quake. Please visit the event pages at www.youthencounter.org. On the left side of the page, download both the General Pre-Event Packet documents, as well as the Event Specific Downloads for your complete pre-event information. (If you would prefer a hard copy be sent to you via US mail, please contact the Event Director in charge of your event by e-mail — e-mail addresses can be found on the individual event web pages — or call and leave a message with the receptionist at 1-800-65YOUTH ext. 8440.)

- **Choose your Adult Leaders**

Equip them by having them download this Leader's Guide at www.youthencounter.org. Youth Encounter encourages churches to choose Adult Leaders over the age of 21 whenever possible. The fee for Adult Leaders to attend is the same as all other participants. For the safety of your group and all attendees, Youth Encounter strongly recommends that churches perform background checks on all adult leaders whom they choose to accompany their group to the event. For more information on background checks, please contact your church's insurance company.

- **Select your Junior Guides.**

Junior Guides are high school students (grades 10-12) who come to Junior High Quakes to serve as positive mentors for the youth and support for their Adult Leaders. Junior Guides are not substitutes for Adult Leaders. Junior Guides attend specific training sessions where they can build relationships with one another, grow in their leadership skills and have special opportunities to participate in leadership roles, both on stage and off, during the weekend. The fee for a Junior Guide to attend a Quake is the same as all other participants. Although Junior Guides are not required, Youth Encounter encourages at least one Junior Guide for every five youth in attendance as a way to enhance the ministry for the junior high youth and as valuable youth ministry experience for the high school students. Because of the role Junior Guides play during the weekend, it is important that you choose students who will take this role seriously. We further encourage you to allow them to take on leadership roles such as leading Family Time with your group. This year, we have created a Pre-Event Bible Study for you to lead with your Junior Guides to help prepare them for the Quake. It can be downloaded as part of the General Pre-Event Packet which can be found on your specific event's web page.

- **Let Youth Encounter know if you have any special needs.**

If you have youth or adults with special needs, please contact us directly prior to registering for the Event and we will do our best to accommodate you. After you have contacted Youth Encounter (at least one month prior to the event), please be sure to indicate your special need in the "special requests" section of the Registration form prior to sending in your registration.

- **Pay remaining balance of registration.**

Please send full payment to Youth Encounter one week prior to the event.

- **Do the Pre-Event Bible Study with your group.**

We've prepared a Pre-Event Bible Study (based on our theme for the weekend) for you to do with your group prior to arriving at the Quake. This will help your group get excited for the Quake and start thinking about the theme! The Pre-Event Bible Study is a part of the General Pre-Event Packet and can be found on your specific event's web page.

- **Create a Group Covenant using the following steps as a guide:**

Step one is to agree to follow Youth Encounter's Mandatory Event Covenant that is found in the following section.

Please note: if you have any questions or comments regarding Youth Encounter's policies, please contact the Program Executive, Lisa Rykken Kastler, at 800-65YOUTH ext. 8490.

Step two is for your group to create a covenant together to address potential issues according to the policies of your church. This enables youth and Adult Leaders to know what is expected of them at the Quake and what the consequences will be if

they choose to break the covenant. We ask that you write the covenant before you arrive and have everyone (youth and Adult Leaders) sign it, since the entire group is expected to abide by it. The signed covenant can be copied before you arrive and posted in each of the rooms during the Quake as a reminder of the mutual agreements made. Included in the next section are suggestions to help you develop your covenant.

Important Clothing Guideline Information: In an effort to encourage modesty and create a Christ-focused environment at our Quakes, Youth Encounter asks that as a part of your Quake Covenant, your group agrees upon a dress code that is appropriate for the weekend. Suggestions of items that would not be appropriate include clothing with questionable or inappropriate language or messages, midriff shirts, skimpy bathing suits, etc. Our intention is to make the Youth Encounter Quake a safe and positive experience for all participants. We thank you for your cooperation and look forward to seeing you at the Quake.

Step three is to create an Adult Covenant to clearly state the responsibilities of each Adult Leader. We encourage you to add to the suggested Adult Covenant as you deem necessary. Have all Adult Leaders sign the covenant before you leave and clearly post it at the Quake.

- ***Make a list of what to pack and what to leave at home.***

(Please be sure to pass this information on to your youth and Junior Guides, as well).

Things to bring

- Bible
- Paper or journal and Pen
- Appropriate clothing
- Appropriate swimsuit—if applicable (Please contact your specific hotel directly to find out if they have a pool.)
- Money for meals, Global offering, and, if you want, extra spending money for CD's, t-shirts, etc.
- ***Bedding and towels if you are the 5th person in a room (with the exception of the Wisconsin Dells events where 5 people in a room is capacity. Bedding is provided for the 5th person at the Wisconsin Dells events ONLY.)***
- Toiletries
- (Disposable) Camera
- YOUR POSITIVE ATTITUDE, ENTHUSIASM, AND WILLINGNESS TO PARTICIPATE!

Things not to bring

- Valuables
- Alcohol, drugs or weapons (pocket knives, matches, etc.)
- Boom box, CD player, Game Boy DS, MP3 Player, etc.
- Excess luggage
- Cell phones (please do not bring these to the scheduled activities such as Celebrations, Treks or Campfire so as to avoid disturbing worship and learning times. If someone must have one with them, please be sure to put it on "silent" prior to scheduled activities.)
- Magazines not approved by your main Adult leader
- Inappropriate clothing (please see youth group covenant or ask your Adult Leader if you have questions)
- Negative attitude

COVENANTS

Youth Encounter's Mandatory Event Covenant

(for all participants including adult leaders, Junior Guides and youth at Youth Encounter events)

- In all we do at this youth event, we keep this in mind: God is present and we represent God and the Church to each other and the outside world looking in;
- We agree that all those present with our group - adult leaders, Junior Guides and youth - are considered event participants and agree to abide by this covenant;
- We agree to be part of all scheduled activities at the event in conjunction with our group leader(s);
- For our own safety, we will not go out alone. We will keep our doors closed at all times;
- We understand that illegal activity, including underage drinking, by event participants is prohibited both on and off site during the event. We also encourage adult leaders to follow the example of event hosts and abstain from consuming alcohol during the event to emphasize the importance of the example they set;
- We will make sure that our group leader(s) knows where we are at all times. We will not leave the event hotel without our leader's permission;
- We will report any illness or personal emergency to our group leader. If we cannot find our group leader or need additional help, we will go to an event host or the front desk for assistance;
- We understand that if we break or damage anything at the event hotel, we (not Youth Encounter) are responsible for working with the hotel and fully paying for the repair;
- We agree to be quiet and inside our own rooms during the listed curfew time (unless we are with an adult leader and quiet);
- As event participants, we agree to have adult supervision while in hotel rooms when mixed genders are present;
- We agree to adhere to a dress code that is modest and appropriate. Should questions arise regarding modesty and appropriateness of dress, an event host will have the final say;
- We understand that, by registering for a Youth Encounter event, we agree to allow Youth Encounter to take pictures during the event and use them for promotional purposes;
- We agree not to do anything that would jeopardize the enjoyment or safety of the other participants and guests at the hotel;
- We agree to abide by the guidelines stated above and to help one another keep this covenant;
- If we choose not to follow the covenant, we understand and accept the consequences decided upon by our adult leaders and/or Youth Encounter event hosts;
- We understand that Youth Encounter reserves the right to refuse the opportunity to participate in Youth Encounter programs to people whose behavior is dangerous or questionable.

Additional Covenant Ideas

(for you to create with your group)

- We understand that the following conduct is not tolerable and agree to handle it by the following consequences. . .(Ex. Property damage of any kind, throwing things out of windows, inappropriate language)
- We agree that the following clothing is not appropriate and will not be worn at the Quake:
- We commit ourselves to treat one another as follows:
- We plan to participate in the Quake activities in the following manner:

Suggested Adult Covenant

- We agree to uphold and enforce Youth Encounter's guidelines and the guidelines agreed upon by the group;
- We agree to be positive role models by participating with the youth in all the Quake activities;
- We agree to know where the individuals within our group are at all times;
- We understand that each Adult Leader is responsible for the conduct of the members within their group.
- We agree to support, uphold in prayer, and encourage the youth through out the weekend.

WHAT TO EXPECT AT THE QUAKE

- **Prayer:**

The staff of the Quake promise to be lifting the entire event up in prayer before, during, and after it is over on Sunday afternoon. We will commit to praying for you, your youth, that the youth encounter Christ in a strong and real way, and that they would learn and grow in their relationship with Him.

- **Check In:**

Please arrive ONLY during the scheduled registration time (5:30-7:30 p.m. Friday night). When you arrive at the Quake hotel, please send only the Main Adult Leader in to register while the rest of the groups waits outside in the vehicle(s). The Main Adult Leader should have their registration receipt and copies of their group's completed housing form and completed Individual Information Form to turn in, if you have not already done so. If you have any registration changes (cancellations, additions or substitutions), please have this information ready, as well. (Remember that changes to your registration may result in additional charges and payment in full is required at that time in order to complete the registration process.) Once the Main Adult Leader completes the on-site registration process and picks up the room keys, the group can drive to the closest door to unload and get settled in their assigned sleeping rooms.

- **Adult Leader's Meeting:**

Whether this is your first time to a Youth Encounter Quake or you've been coming for many years, we ask that you, or an adult leader you choose, attend this short orientation time where we will cover important items for the weekend and answer any questions you may have. Upon your arrival at the Quake, please check out the specific Quake schedule to find the time and location for this meeting.

- **Celebrations:**

Celebrations are high energy, large group gatherings that include great Christian music, Christian based videos, a Gospel-focused speaker, prayers, and scripture. Each Celebration is related to a specific theme and is designed to weave a deeper understanding of the overall theme, *Rooted*.

- **Campfire:**

Campfire is a time of praise, worship, prayer and reflection at the end of the day on Friday and Saturday.

- **Family Time:**

Family Time is the last scheduled activity on Friday and Saturday nights. It takes place in your sleeping room(s) and is intended to be a time for your group to share, reflect and pray. This is a very important spiritual time for group building and bonding. Adult Leaders are responsible for facilitating this time. Youth Encounter has provided thematic Family Time Guides which are available on the web and will be given to you on-site, as well. If your group needs additional meeting space for Family Time, please indicate this on your registration form in the special requests section, as well as contact your specific Event Director no later than one month prior to the event. We will do our best to accommodate your needs.

- **Curfew:**

Curfew means curfew! We need all Adult Leaders to help us and the hotel staff to ensure that everyone is in their own rooms and quiet from the end of Family Time until curfew ends the following morning.

- **Treks:**

Participants have the opportunity on Saturday to participate in three smaller group sessions (called Treks). Upon arrival (at most Quakes) each person will receive a Trek Grid which includes descriptions of each Trek, as well as information about when and where they will be offered. Adults and Junior Guides are invited to participate in specific Adult (where offered) and Junior Guide Treks. Most Quakes will have a Trek Registration time for youth participants to choose tickets for the Treks they would like to attend. Adult Leaders and Junior Guides do not need Trek tickets. Please see the schedule for your specific Quake for more details on when Trek Registration will be held. Please contact your specific Event Director if you have questions on Trek Registration.

- **Meals:**

Meals are on your own and are not included in the Quake Registration fee. It is Youth Encounter's intention that the Quake hotels be located near youth friendly restaurants (within a short drive or walking distance). Some groups, however, choose

to bring their own breakfast food, snacks, food for sandwiches for Saturday's lunch, etc. Groups are welcome to eat meals in their sleeping rooms. Hotels restrict the consumption of outside food in hallways, meeting rooms, and all other places within the building. Some hotels may allow groups to eat outside food in courtyards; please contact your hotel directly to find out specific requirements. On Friday night, some groups bring a sack supper to eat in the car on the way. Selected hotels offer discounted meal/snack options. Please visit your specific Quake link on our website or contact the Event Director for further details.

- **Mid-day Devotions:**

Mid-day devotions is a time set aside on Saturday afternoon of the event for the entire assembly to come back together to re-focus after lunch in preparation for the afternoon sessions. Like a "mini-Celebration", the Mid-day devotion will be a short worship that will include singing, prayer, a brief personal faith sharing from one of the event staff, and a short time of discussion based on questions posed following the sharing.

- **Variety Show:**

Many Quakes offer a Variety Show as a chance for the youth to take the stage and offer a Christ-centered skit, musical talent, dance, puppet show, etc. This is a great opportunity for young people to share the gifts God has given them in a safe environment! (Because of this, we ask that Adult Leaders only participate when helping their group—not on their own.)

We ask you to encourage your young people to pick Christian or appropriately themed music, rather than some of the less edifying secular music of today. Please check the specific schedule for your Quake to see if a Variety Show will be offered.

We will monitor the Variety Show sign-up to ensure that acts are appropriate and do not exceed time limits. In addition, in order to allow the maximum number of people to participate, we ask that each person limit their acts to one. Thanks in advance for your help in guiding the young people in the right direction for this variety time. May God be glorified!

- **Late Night Activities:**

Late night activities are opportunities to participate in various activities such as a concert, games, a service project, a prayer room, etc. Check your specific Quake's schedule or contact the Event Director for the options being offered. Your role as an Adult Leader is to have fun floating between activities and to supervise while spending time with your youth.

- **Global Offering:**

Each year the offerings received at our events go to support outreach ministry needed by churches in several countries which cannot afford that ministry. This year, the gifts that you offer will support the ministry of Youth Encounter's Cross Fire team in Tanzania, Uganda and Kenya. Thank you for joining us in our commitment to the international church. May you continue to join us in praying and supporting all of God's children throughout the world! The offering will be received on Sunday morning at the Quake.

OTHER HELPFUL INFORMATION

- **Evaluations:**

There are two options to give us your event feedback. You can fill out the online form at www.youthencounter.org/survey. If you prefer, there will be some hard copies of the evaluation on site at the information table.

- **Relational Ministry is the Focus:**

One of the things that is unique to Youth Encounter Events is that relational ministry is a priority for the program staff. Speakers, musicians, workshop leaders, and Youth Encounter's staff (Event Host, sound technicians, Captive Free, etc.) want to spend time with your group. By joining your group for meals, Family Time and other parts of the weekend, your youth have the opportunity to get to know the staff on a personal level and vice versa. Please have your youth invite them to join your group sometime throughout the weekend. The staff will love it!

- **Merchandise:**

Youth Encounter, as well as many of the speakers and musicians, will have items such as T-shirts, hats, pictures and CD's available for purchase at the Quake. You may want to remind your group to bring a little extra spending money if they are interested in supporting the artists in this manner.

- **Sleeping Rooms:**

We promise to work with the hotel to put your group's rooms as close together as possible. The physical layout makes that harder at some hotels than others so thank you (in advance) for your flexibility and understanding.

If you would like to rent a roll-away bed/cot, you may request one at the front desk after you arrive. At most hotels, there is an extra charge for these that must be taken care of by you at the time you request it. Because the number of roll-away beds is limited, these will be provided on a first-come, first-serve basis.

Important Note: At many hotels, roll-away beds/cots are not allowed in rooms with two double beds due to fire codes. Please contact your specific Quake hotel ahead of time to see if roll-away beds/cots are available for use in double rooms (please be sure to specify the room type when inquiring, as many hotels allow use in king rooms but not double, due to space and fire codes). If they are not available, you are responsible for bringing extra bedding or an air mattress for a fifth person if you choose to put five people in a room (with the exception of the Wisconsin Dells events where 5 people in a room is capacity. Bedding is provided for the 5th person at these events ONLY).

At most Events, phones in your room will be shut off for outgoing calls during the Quake. If you need to make an outside call, please use one of the hotel's pay phones. Because you are still able to make room to room calls, we need your help in ensuring that prank calls do not happen. Prank calls are very frustrating and disrespectful to other hotel guests (including other Quake participants) and will not be tolerated.

Pay-per-view movies and Nintendo will also be shut off for the duration of the Quake. Unfortunately, hotels are not able to turn off certain channels in their cable package (such as HBO, Showtime, etc.). Many of these have inappropriate programs, especially late at night, so please be proactive in making sure you know what your youth are watching.

- **Special Needs:**

If you have youth or adults with special needs, please contact us directly and we will do our best to accommodate you. If you require a Handicap room or anything else, please indicate that in the special requests section of the Registration form.

- **Pool:**

Check with your hotel directly to find out if they have a pool and if it is indoor or outdoor.

- **Check Out:**

The check out time at most hotels is around the time Sunday's Celebration ends, therefore, we encourage you to move out of your rooms before coming down for the closing Celebration. Although there should be no incidental charges, if you have any, we ask you to pay them at the front desk at that time. More information regarding checkout procedures will be given during announcements at the Quake.

WHAT IS EXPECTED OF YOU AT THE QUAKE

- **Prayer:**

Please be in prayer during the weekend for your youth, the staff and your leaders. This is also an excellent way to model to your youth that it is important to lift all aspects of our life up to the Lord in prayer.

- **Group Behavior:**

You are responsible for your group and any behavior problems will be directed to you. Please know that Youth Encounter is committed to supporting Adult Leaders in all ways, including when discipline problems arise. We will be available to you if and when it becomes necessary.

Important Note: In the case of property damage, the person(s) involved are responsible for reporting the damage and paying for any replacement or repair of damaged items. Youth Encounter is not responsible for these costs and will work with the hotel to ensure that the proper people are held responsible.

- **Be a Positive Role Model:**

The involvement of Adult Leaders is crucial to the success of the Quake. Your example in Christian behavior, participation and enthusiasm sets the tone for your group and others around you. It has also been said that the enthusiasm level of the youth will never surpass that of the leader. Let's be the examples we want the youth to follow!

- **Attend Adult Leader's Meeting:**

Upon your arrival at the Quake, please check the schedule for the exact time and location of the Adult Leader's Meeting. Please make it a priority for at least one of your Adult Leaders to attend this meeting, as there are things that change every year and we want to make sure you receive all the updated information.

- **Lead Group Family Times:**

Please familiarize yourself with the Family Time Guide before you arrive at the Quake (available on the web). You (or someone you delegate, such as other Adult Leaders) will be leading these for your group at event. We will also provide you with a copy of the Family Time Guide upon your arrival for those who choose to use the pre written guides.

- **Participate in Treks:**

Most Quakes will offer an opportunity specifically for adults, whether it is a Trek specially geared toward adults in ministry or simply a reception time for Adults to network and visit with each other. If you choose to attend Treks with your youth, please remember that these Treks are designed for the young people and that the priority for discussion should be given to them! This is their time to share and your time to observe, listen and learn. This year Youth Encounter is offering an adult leadership seminar at selected events. If there is one being offered at your Quake, you are welcome to attend at no additional cost.

WHAT TO DO AFTER THE QUAKE

- **Pray**

Pray for strength for the youth to continue in their journey with the Lord as they face their peers, school and family again and pray for the Lord to give you the wisdom to guide them.

- **Do the Post-Event Bible Study**

This will help you follow up and reflect on your experience. Copies of the Bible Study will be available on the information table at the Event or can be found your specific event's web page.

- **Fill out an evaluation form**

If you have not already done so, please fill out an evaluation form for your event at www.youthencounter.org/survey.

- **Check the Youth Encounter Website**

Keep checking Youth Encounter's website for updated information at www.youthencounter.org.

- **Mark your calendar with next year's dates.**

- **Consider being a part of the Event Crew or a Local Event Coordinator.**

An Event Crew is a group of local volunteers who work with the regional Event Ministry Director to help plan and organize Youth Encounter Quakes (Middle School Events), Zones (High School Events) and Quake Zones (combination Events). Local Event Coordinators are individuals who work with the regional Event Ministry Director to aid in the promotion and planning of these events. For more information or to sign up, please contact your regional Event Ministry Director at Youth Encounter (1-800-65YOUTH). We would greatly appreciate your help.

- **Get involved in Youth Encounter's other ministries:**

Team Ministries:

- **Captive Free**, our national music ministry team, is a dynamic Christian relational ministry that shares the Gospel of Jesus Christ with young people and their families. These teams consist of 5 to 6 people (post high school aged young adults) who travel throughout regions of the United States. They offer congregations various programming and ministry resources including Family Night Programs, Experiential Worship, Workshops, Kids Against Hunger Food Packing Service Project, Retreats, Lock-ins and Vacation Bible School (VBS) assistance, as well as work with our Event Ministry throughout the program year.
- **International Teams** are relational, cross-cultural, touring music ministry groups that present programs about the gospel of Jesus Christ using word-witness, music, puppet shows and drama. Each International Team will have many opportunities to listen, learn and share while visiting homes, schools, churches, orphanages, hospitals, nursing homes and youth conferences. Youth Encounter plans overseas visits at the invitation of national churches and mission organizations. Since 1964, Youth Encounter has sent young adults to over 40 countries. For more information on 2012-2013 International Teams, please visit www.youthencounter.org.
- All teams will begin in August 2012 and conclude in August 2013.

Service Ministry:

- **Global Work Crews** are service ministry trips planned and sponsored by Youth Encounter. These Crews have served in 20 countries throughout the world. Each year we offer opportunities to serve in various countries. Our crews go overseas for 3-4 weeks to serve in mission while working with the local people. We also offer Customized Crews which are international crews of participants from a single organization or church.

Thank you for participating in Youth Encounter Quakes.

We appreciate all you have done and will do to make these events successful.

Please contact us at events@youthencounter.org or 1-800-65YOUTH if you have any questions. We are here to serve.

May the Lord guide you and bless you abundantly in His ministry!