

A Guide to Hosting and Promoting YOUTH ENCOUNTER National, Camp-Based, and International Teams

Grace and peace to you in our Lord and Savior, Jesus Christ!

Thank you for hosting a Youth Encounter ministry team! These young adults make a year-long commitment to fulfill a calling from God. Their purpose is to serve our Lord and carry out Youth Encounter's mission, ***partnering with Christian communities to strengthen their youth ministry.*** We pray that the team's visit will encourage the youth and adults of your community to walk closely with the Lord and know Him better.

This packet is designed to help you most effectively prepare for the team's visit. We ask that you prayerfully promote their program well in advance among the members of your congregation and community. We hope that people of all ages may be brought together to be uplifted by the Good News of Jesus Christ through the team's music, testimony, and interactions with you. May God bless you as you prepare for a great experience!

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2010-2011 Program Theme



We put our hope in the Lord.
He is our help and our shield.
- Psalm 33:20

Youth
ENCOUNTER

Enclosed Materials

The enclosed materials are intended to help you prepare for and promote the team's visit in your church and community. Remember to invite people personally in addition to using these publicity materials!

Posters

Place them in well-traveled areas around your church and community. Generic posters will be sent for bookings up to October 29. To request more than the standard five posters, call your Client Services Coordinator at 1-800-65-YOUTH.

Press Release

Submit to your church newsletter, community newspapers, and local radio and TV stations. Most radio stations (especially Christian stations) and local community information stations are willing to put on a spot for free.

Biography Inserts

Copy on both sides of a sheet of paper and cut in half to fit in most church bulletins. Individual bios and photos will be available at www.youthencounter.org after September 3.

Host Home Address List

Arrange for host families to house team members and provide breakfast and a sack lunch. Team members may stay in host homes in any combination, but male and female team members **must have separate sleeping arrangements**. Fill in the Address List before the team's arrival and make copies for each team member and host family, in case of emergency.

Sample Needs List (see next page)

Our team members are volunteers who receive only a small monthly stipend for basic personal needs. The sample Needs List includes some things that teams and Youth Encounter are always in need of. For more specific requests, talk to the team's Ministries Liaison when he or she calls. These gifts-in-kind are always appreciated by team members, and they are a great way for your church and community to assist directly in the daily ministry of the team.

All the enclosed materials are available on our website at www.youthencounter.org. You can find additional materials online not included in your packet, such as downloadable flyers and team photos.

Preparation Checklist

One Month Prior to Program

- Place posters in your church and community.
- Request housing for team members from your congregation.
- Contact local media outlets about promoting team program.
- Place an announcement in monthly church newsletter.
- Begin announcing the date and time of the upcoming program at church meetings, services, and other functions.

Two to Three Weeks Prior to Program

- Call area churches to invite them to the program.
- Place an announcement in Sunday bulletin.
- Finalize and confirm host homes.
- Submit a press release to local newspapers and radio/TV stations.
- Arrange for an evening meal before program (if applicable).
- Continue announcing the date and time of the program at church gatherings.

One Week Prior to Program

- Give host homes a copy of the Host Home Guide (see back page).
- Encourage youth to invite their friends.
- Continue announcing the date and time of the program at church gatherings.
- Place the Needs List in a public area of your church. You can find an updated needs list at www.youthencounter.org.

Day of Program

- Complete the Host Home Address List (enclosed) and make copies for host homes and team members.
- Set up an empty table for the team to use for display purposes (if appropriate).
- Provide an evening meal.
- Arrange for someone to assist in counting the offering and/or have a check available at the end of the program.
- Get the Team Evaluation Form from the Team Leader.

Day After Program (VERY IMPORTANT!)

- Complete the Team Evaluation Form (provided by the Team Leader) and mail it to Youth Encounter as soon as possible. (Your comments, affirmations, and constructive criticism help us improve our programs in the future. Please be open and honest. If you wish, you can also go over your evaluation with the team before they leave. You can bring any specific comments and/or concerns to the attention of the National, Camp-based, or International Team Director at 1-800-65-YOUTH.)

Sample Needs List

Note: These are not things that you are expected to provide for the team as part of your hosting responsibilities. The Needs List is simply another way for your congregation and community to support the team's ministry, if you so choose. Youth Encounter is a non-profit organization, and all of our team members are volunteers who only receive a small monthly stipend to cover their personal expenses. When the team's Ministries Liaison contacts your church, you can ask what specific needs the team may have while visiting your community. If there are specific or specialized needs, you can seek out people in your congregation who may be willing and able to help in those particular areas. You can find a specific Needs List for the team visiting your church at www.youthencounter.org.

Team Needs

gas cards
tires
oil changes
vehicle repairs/tune-ups
duct tape
first aid kit items
vitamins
pre-paid calling cards
rewritable CDs
AA and 9-volt batteries

Individual Needs

toiletries/hygiene items
AA batteries
pre-paid calling cards
haircuts
dental, clinic, or chiropractic visits
stamps
stationery

Organizational Needs

sound equipment
musical instruments
passenger vans (new or used)
office supplies and furniture
frequent flyer miles
projectors
computers/software
GPS

Host Home Guide

“Share with God’s people who are in need. Practice hospitality.” (Romans 12:13)

Thank you for responding to these words from Paul’s “living sacrifices” chapter. One of the many blessings of being on a Youth Encounter team is the host home experience. Our team members come into your home as grateful guests. Listed below are a few basic tips and guidelines for being a host home.

Housing Arrangements

The team may be housed together in one host home or divided up among various host homes. The Team Leader can help you with any questions you may have about which teammates to house together. Males and females may be housed together, but **they must have separate sleeping arrangements**. Please make sure to take into consideration any pet or environmental allergies team members may have.

Meals

Keep meals simple, especially breakfast. Cereal, toast, and juice are adequate. When making preparations for team members’ sack lunches, if they say, “A sandwich is enough for me,” they really mean it. Please include beverages and take into consideration any food allergies or dietary restrictions team members may have.

Laundry

Ask the team members if they need to do any laundry. Usually, Monday is their day off and the typical day to do laundry. Team members prefer to do their own laundry, although they may want you to show them how your machines work. If you are uncomfortable letting team members operate your machines on their own, please communicate your preference with them.

Phone and Internet

Various team jobs require making calls and using the Internet. In addition, team members may wish to make personal calls using a calling card, hook up the team laptop to your ground line or Internet connection, or use your home computer to check e-mail. You are only requested to grant these privileges if they are not an inconvenience in your household. Team members will make every effort to keep their phone and Internet use to a minimum.

Transportation

Host homes usually arrange transportation to and from the church, unless it is required for the team vehicle to drop off and pick up team members. Each team member will have at least one medium sized suitcase (at least carry-on sized; possibly larger) and possibly a musical instrument (a guitar or a hand drum they don’t want to leave unattended overnight), so make sure there is room in your vehicle.

Day Off

If you are hosting team members on their day off (usually Monday), you are not expected to entertain them or plan activities for them. Team members may want to use their day off doing things like catching up on their team jobs, connecting with their families and friends back home, doing laundry, visiting any tourist attractions in your area, or just getting some extra rest.