



*project* **MPACT**  
Bringing HOPE and RESTORATION  
to the BROKEN Church

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## HOST CHURCH MANUAL



# project MPACT

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## **The Mission of projectMPACT**

Bringing HOPE and RESTORATION to the BROKEN Church.

## **About projectMPACT**

Broken Not Dead Ministries partners with a local church to host a 4-day summer event, projectMPACT, that will edify and equip the church to make an impact in their community. The church will host leaders (adults 21+), as well as, students from student ministries, grades 6-12, that will be coming in to serve the church for 4 days (Sunday - Wednesday). Groups are typically housed in host homes, provided by the local church. Breakfast, lunch, and dinner are provided. In preparation for the week, youth are required to complete a pre-project study. The leaders and students will partner with the host church to multiply their "hands and feet". Together they will go into the community to serve and invite people to church for evening services Monday through Wednesday.

- Monday evening is a children's service.
- Tuesday evening is a youth service.
- Wednesday evening is a family service.

The Church will be **EXCITED, EMPOWERED, and ENCOURAGED!**

## **Host Churches**

Much work goes into hosting projectMPACT, and certainly not without some headaches. However, those many volunteers who give their time early on will also receive the greatest amount of blessings and satisfaction from the event. The benefits far outweigh the inconveniences, so BLESS YOU ahead of time for your service in this capacity and be prepared to reap His reward!



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## SCHEDULE

### Sunday

4:00 PM	Registration Begins
5:00 PM	Group Leader Meeting
5:30 PM	Dinner
7:00 PM	Kick-Off Celebration/Worship/Concert
8:30 PM	Free Time/Merch Tables Open
9:00 PM	Church Group Time
9:30 PM	Leave for Host Homes
11:00 PM	Lights Out

### Monday – Wednesday

**\*Adult meetings will be added as needed during the week.**

7:00 AM	Wake Up Call
8:00 AM	Breakfast @ Host Home
9:00 AM	Personal Devotion
9:30 AM	Ministry Prep (w/ assigned Ministry Team)
10:00 AM	Morning Worship Service/Training
11:00 AM	Lunch @ Church
11:30 AM	Leave for Ministry Assignments
4:00 PM	Return to Church
4:15 PM	Return to Host Homes (Cleanup for evening Worship Service)
6:00 PM	Dinner @ Host Home (*Tuesday Night dinner will be @ Church)
6:45 PM	Group Leaders and Staff Meet for Prayer
7:00 PM	Evening Worship Service (Monday - Children's Service; Tuesday - Student Service, Wednesday – Family Service)
8:30 PM	Free Time/Merch Tables Open
9:00 PM	Church Group Time
9:30 PM	Leave for Host Homes
10:00 PM	Lights Out

### Thursday

7:00 AM	Wake Up Call
8:00 AM	Breakfast @ Church
9:00 AM	Large Group Share & Prayer
9:30 AM	Depart for Home



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## LINE-UP

### Sunday

**6:45 PM**

**Xander Bame** (Pre-Event Concert)

**7:00 PM – 8:30 PM**

Kick-Off Celebration/Worship/Concert

- Worship Band
- Anthony Potts (MC)
- Lauren Roman (Speaker)
- ??? CONCERT

### Monday – Wednesday

**10:00 – 11:00 AM** Worship Service/Training

- Worship Band
- Anthony Potts (Speaking/Training)  
\*Monday morning, we will split guys and girls between Anthony Potts & Lauren Roman for an intentional talk on being a Godly young woman and young man.

**7:00 PM**

Evening Worship Service

Monday - Children's Service

- Worship Band
- Steve Holt (Illusionist and Ventriloquist from Spartanburg, SC)

Tuesday - Student Service

- Worship Band
- Dwayne Malone, from The Rescue Me Project
- Alan Jaynes, from the Driven by Purpose Movement

Wednesday – Family Service

- Worship Band
- Steven Holland, from Broken Not Dead Ministries
- Kirk Bishop, from Westside Baptist Church (Closing Thoughts)



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## Countdown to projectMPACT

### 1 year – 18 months Out

- Confirm date of projectMPACT and housing numbers
- Set budget (projectMPACT budget planning sheet is sent to Sr. Pastor/Church)

Reserve on the church calendar the entire church, if possible, or the necessary rooms to be used for projectMPACT (Sun-Wed) to include:

- Worship Center (For Sunday night rally, services, and Mon-Wed. morning training sessions with the participants.)
- Counseling Room- Plan where to counsel large numbers of decisions
- Dining area/kitchen (Plan where you will be feeding people, Sun.-Wed.)
- Plan room to hold children and youth for their Pizza parties. (Needs sound)
- Plan room to serve dinner for Steak/Grill Out Night. (Needs sound)
- Meeting room for Adult projectMPACT leaders and drivers. (Mon.- Wed. mornings)
- Reserve rooms large enough for each incoming youth group to meet each night after services. We call them Family Time rooms.
- Large room for War Room (room in which all surveying materials are distributed and collected.
- Room for mapping (Needs to be very close to War Room, or if War Room is large enough, can be set up inside War Room.)

### 9 months out

Recruit laypeople for projectMPACT Task Force (see manual for description of each position. The following positions are needed:

- Overall Volunteer Coordinator
- Publicity (This is the ONLY position that can be a staff person)
- Prayer
- Host Homes
- Mapping
- War Room
- Door Hangers
- Transportation
- Water/First Aid
- Meals (If you have kitchen staff, this person will act as liaison for breakfast, lunches, dinner and snacks)
- Children's Night Emphasis Coordinator
- Youth Night Emphasis Coordinator
- Steak/Grill Out Night Coordinator
- Follow-up

Pastoral Staff/Leadership Team assignments: Assign each ministerial staff/team member to a specific area to oversee and act as liaison between the staff and laypeople.





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## Six months out    **Publicity:**

- Determine what printed materials you are going to put in the door hanger bags. See Door hanger section of manual to determine how many pieces of material will be needed for the door hanger bags.
  - If doing a new church brochure, begin design stages.
  - Print Safe House Signs (can go in yards to promote projectMPACT services as well)
  - Minimum suggested for each bag:
    - Church brochure or flyer about church programs
    - Flyer promoting projectMPACT services
    - Inexpensive gospel tract
    - Piece of candy (encourages people to open the bag)
- Optional:*
- If using separate brochures of ministry areas (i.e. youth, singles, VBS, Mother's Day out, etc.), begin design work.
  - Postcard for mailing back to the church if people want more information
  - Refrigerator Magnet

- ## 5 Months out
- Set date for projectMPACT Coordinator to come and meet with Task Force members
  - Please insert volunteer form in church bulletin to begin filling Task Force. Please note that the Task Force leaders need to be handpicked based on their time and gifts.

- ## 4 months out
- All Task Force members to be working on their specific assignments
  - Begin putting notices in church bulletin concerning items needed for the war room. These are listed in the projectMPACT manual.
  - Youth minister needs to begin promoting projectMPACT to the host church students.
  - Design projectMPACT event flyer

- ## 3 months out
- All printed material needs to be ready to go to print.
  - Pastor needs to begin promoting projectMPACT to the congregation from the pulpit, as many people will need to be recruited for the various services and projectMPACT needs.
  - Book hotel rooms and make rental car reservations for incoming speakers and worship band members.

- ## 2 months out
- Print and be ready to distribute flyers and posters, advertising for projectMPACT services.
  - Promote any prayer calendars or prayer fasting schedules that may be taking place
  - Begin stuffing door hanger bags

- ## 1 month out
- Blitz area with flyers, posters, etc. advertising the projectMPACT services (\*Run Facebook ads!!!)



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- Host homes should all be secured
- Host youth should be signing up for projectMPACT
- Mapping should be almost completed
- Lunch and snack menus should be set
- Transportation needs should be finalized
- Purchase door prizes for special emphasis nights (i.e. children's and youth night)

## **2 weeks out**

- projectMPACT Coordinator will give final numbers to Housing Coordinator

## **1 week out**

- Finalize Master Host Home List
- Fill out check requests for all honorariums and obtain cash for meal money





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## Task Force

Your projectMPACT Task Force will be given the responsibility of overseeing the various areas of preparation for the projectMPACT week. **It is essential that the Task Force be made up of lay people and not church staff.** The more of your people you have involved, the more ownership they will have in the entire week. The churches we have seen who chose to use church staff for these positions, see much less participation from their congregation during the projectMPACT week which can ultimately result in less decisions for the Kingdom during the worship services.

It is suggested that the pastoral staff members be assigned as staff liaison between the task force areas and the pastor.

In the Spring, projectMPACT staff will come in and meet with the Task Force members. He or she will meet during the daytime with the ministerial staff to give them an overview of the week, and then that evening she will meet with the various projectMPACT Task Force members. All Task Force leader positions will need to be in place at the time of the projectMPACT's staff arrival. If possible, please give each Task Force leader a copy of their section from the manual and ask them to read it prior to the meeting so that they understand what their responsibilities are and can ask any questions they may have.

The following leadership positions need to be appointed prior to his/her arrival:

- ♦ Task Force Leader
- ♦ Publicity Leader (This is the **ONLY** position that can be a staff person)
- ♦ Host Homes Team Leader
- ♦ Mapping Team Leader
- ♦ War Room Team Leader
- ♦ Door Hangers Team Leader
- ♦ Transportation Team Leader
- ♦ Water/First Aid Team Leader
- ♦ Meals /Snacks Team Leader (these can be two positions if the church is large)
- ♦ Children's Night Team Leader
- ♦ Youth Night Team Leader
- ♦ Steak Night Team Leader
- ♦ Follow-up Team Leader

Each of the above areas are covered in detail on the following pages. Please appoint Team Leader who are gifted in the area of organization and **have the time** to fulfill their job. Each section is separated so that it is easier to make copies of each specific section.



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## TASK FORCE LEADER

**Responsibilities** (In some locations this position may be assigned to the Youth Minister):

- Leader of each Task Force meeting.
- Decide on frequency of meetings and make a calendar of meeting dates and times for each Task Force leader in advance so that every effort can be made for each member to attend these important meetings.
- **Make sure that the Task Force meets on a routine basis.** As projectMPACT approaches, the need for the Task Force to meet more often is essential.
- Should ensure that each area of the Task Force stays on task. Meet separately with various Task Force as the need arises for assistance and encouragement.
- Assist all Task Force leaders in recruiting volunteers and any other duties they may have. Adult assistance will be needed for each of the Task Force areas: The size of the worship services and number of projectMPACT participants will help determine how many adult helpers each area will need. At your first Task Force Leadership meeting, each leader needs to determine how many helpers they will need in their area.
- Make sure the "projectMPACT Volunteer Form" is inserted in the church bulletin approximately five months out from the event date. (Copy of form is at end of manual and is also available via e-mail if requested.)
- Formulate a volunteer list from the completed "projectMPACT Volunteer Form" and distribute to the appropriate Task Force leaders. Please note that people can volunteer in more than one area.
- Although you will make a listing of those who specifically signed up as host homes, you may also want to turn in all the other names of volunteers to the Host Home Team Leader. Make sure you keep those who specified host homes and the overall volunteer list separate. The overall volunteer list is a good source for potential host homes since they have already volunteered to serve somewhere. Sometimes, you just must ask. Some people feel that maybe their home isn't nice enough or are afraid to keep students, but a simple call from a host home hostess encourage them and help them realize that they are indeed needed and welcomed to serve as a host home.
- As you can see, this is an entire church family project, not just a youth event. As your adults become involved in their areas, they will take ownership in what is happening and receive as great of a blessing as the students. In your promotion, please do not neglect to let these adults know how very instrumental they are in the success of projectMPACT.
- A listing of supplies needed during projectMPACT should be placed in the church bulletin at least two months out and run weekly. Revisions should be made to the list as supplies come in. An **example** would be:

"There are many items needed for projectMPACT, July 14-18. So that we can be good stewards, we are asking the church family to donate the following items: 200- 9X13 manila envelopes, 100 ball point pens, 50 highlighters, 100 washcloths, hard candy, 1,500 bottles of water (24 oz sport bottles if possible), 100 clip boards (these can be loaned and returned at the end of the crusade), band aides, ice coolers (can be loaned). Any items can be dropped off at the church office during the day or on Sunday or Wednesday nights. Please be sure to put your name on the items you may loan to the church so that it can be returned at the end of the event."



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**Please remember the numbers are only an example. The need will be different at each location. Also, don't forget to change the numbers weekly so that people can stay informed of the need.** It is very helpful if the need is mentioned several times by the pastor from the pulpit beginning the first week it is in the bulletin.

- **Enlist your Sr. Pastor to make the plea from the pulpit** concerning the volunteer needs, especially for host homes. The pastor's support again affirms to the church family that this is a church-wide event. Many times, when the pastor supports something it moves up in people's minds in terms of importance.
- **Keep pastoral staff informed** of the activity of the Task Force, especially of the area that they may have been assigned.



## PUBLICITY TEAM LEADER

### **Publicity and Attendance Builders for Worship Services**

Although projectMPACT participants are coming in to assist the host church in reaching their community through serving and witnessing on Monday-Wednesday afternoons, **the host church body will be the primary people to get lost people to the worship services each night.** Below are some ideas that we have seen various churches use in building attendance at the worship services:

- **Name the event-** When the event is given a name, it really helps the church family take ownership in the overall evangelistic effort of projectMPACT. Your host church family needs to realize that projectMPACT participants are being brought in to help **them** reach **their** community. They are an essential part of reaching lost people. People inviting people is still the most effective way to build attendance. Some names we have seen are: "Summer Nights", "Here's Hope (Your City Name)", "Life Fest 2003", "Life Quest- Finding Hope and Direction for Your Life". Most of the time, the pastor, with input from church pastoral staff, decides on a name for the event.
- **Special Emphasis Nights-** Although Monday night is typically children's emphasis, and Tuesday night is youth emphasis, we have seen much success in choosing a special emphasis for Wednesday night as well. Since Monday is an emphasis on children and Tuesday for youth, Wednesday can be a great night to create an emphasis for adults. An adult "Steak Night" has been a tremendous success for bringing lost adults to the church, specifically men. The church will presale tickets for a steak night to their adults. It must be emphasized that this is not a family night supper, but an evangelistic event. The church members are urged to buy a ticket for themselves, and then a ticket for a friend or neighbor. The cost of the ticket should only be to help cover the cost of the meal. The dinner is an hour before the worship service and once dinner is over, everyone is directed into the church worship center for service. If a steak night is not something that you feel would work, you could also make it a fish fry or Mexican night. The idea is to have something that your adults can invite their friends to in order for them to hear the gospel.

### **Publicity Team Leader Responsibilities:**

Once the event has been named and the emphasis for each night is determined, then the job of the Publicity Team Leader begins. Since each church is different and what attracts people in one region of the country may vary with another, we offer only a guideline with some ideas that we have seen work in the past. Please remember, people will not come if they don't know what is happening. Below are some ideas for promoting the event to both your church members and the community.

- The Publicity Team Leader is in charge of making sure that **all printed materials are printed.**
- **Posters and Flyers** - Develop a catchy poster that can be hung in various public places. Be very careful not to make it too "churchy" sounding since you are trying to attract the lost community. Using the poster design, smaller flyers or brochures should be printed as well outlining the entire week (dates, times, and emphasis). These can then be given out to your church membership for distribution in their community, schools, and workplaces. The more this event is advertised as a church-wide event, the better attendance you will have. Make sure the advertisement contains all the times and special emphasis days. With three worship service



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nights, there should be an emphasis that will attract a wide range of people, including children, teenagers, and adults.

- **Tickets-** Print all the tickets for the children's and youth pizza parties early enough that they can be given out or mailed out prior to projectMPACT. (See Children's and Youth Night Emphasis sections). Maybe have these tickets designed by local graphic artist.
- If you choose to have a Steak Night, be sure to promote it as an evangelistic dinner, not a "family night supper." The tickets are to be publicized with the idea that your church member will buy a ticket for themselves, and then one or more to bring a lost person with them. Many times, you can't get a lost person to just come to a church service, but when they find out you would buy them a ticket to a steak dinner, they are more likely to come.
- **Promotion from the Pulpit-** As publicity team leader, be sure to remind the Sr. Pastor to promote the **event** from the pulpit, on a weekly basis, separately from trying to get volunteers. The reason we suggest it be a separate emphasis is because it's very easy for Satan to get the people so involved in preparation for the incoming projectMPACT participants, that they forget that the primary goal for the week is to reach the lost through the worship services.
- It is suggested that the Pastor prayerfully consider preaching several sermons just prior to projectMPACT week, with the emphasis on getting the church family excited about bringing their lost friends and family. If your pastor chooses to preach on this, please make sure that it is promoted in the church bulletin ahead of time.
- **Safe House Signs-** For the ministry teams to identify houses of host church members, we suggest that signs be distributed throughout your congregation that can be placed in their front windows or their front yards. The signs can say "Welcome projectMPACT" or can have the name of the event with the dates listed. This way, the sign will have a dual purpose. The ministry teams can stop at that house in case of an emergency and also, they will not leave a door hanger bag if they know that the people at that house already go to your church (if the church so chooses). **If you choose to put the name of the event and dates, it can also advertise the event to the member's community.** Since some neighborhoods may not allow signs in the yard, the sign can be put in the front window so that the ministry teams can see them when they approach the door. Our projectMPACT staff member will speak more about this during their pre-trip visit.

## Time Line for Printing Materials:

### 9 Months Out-

- Name Event and Emphasis Nights

### 6 Months Out-

- Begin planning materials that will go into the door hanger bags. If you are developing a new church brochure, begin design stages.
- Begin designing event flyer.
- Choose gospel tract that will be put in door hanger bags.
- If using ministry information pieces, make sure each ministry area is now developing their piece.





- If using a mail back post card, begin design stage.

#### 4 Months Out-

- Finalize all printed material being used for event.
- Send materials to printer if using an outside source.
- If doing some printing in-house, make a schedule for printing all materials and recruit volunteers for the copying.
- Order gospel tracts for the door hanger bags.

#### 3 Months Out-

- Make sure all items being used in door hanger bags has been printed and the correct number of items is available for door hanger bag stuffing. **Do not begin stuffing the door hanger bags until all printed material is received.** It is extremely difficult and time consuming to go back and try to stuff additional items.
- Contact Door Hanger Team Leader when all supplies are in and ready for stuffing.
- Order Children's Night, Youth Night, and Steak Night tickets.
- Follow-up with Prayer Team to make sure Prayer Calendar is ready for print.
- Remind Pastor to begin praying about preaching a sermon to motivate the church family to bring lost friends to the worship services.

#### 2 Months Out-

- Speak with pastor regarding the method of distribution of flyers and posters for the event.
- Print Prayer Calendars and any other prayer promotion pieces.
- Distribute Prayer Calendar at least six weeks out, to allow everyone to have one in their home for the month of prayer just prior to projectMPACT.

#### 1 Month Out-

- Blitz area with flyers, posters, etc. advertising the event
- Make sure Children's Pizza Party tickets have been given to the Children's Director for mailing out to the children.
- Make sure the Youth Pastor has the Youth Pizza Blast tickets to give to his students to begin handing out to their friends.
- If having a Steak Night, begin selling the Steak Night tickets.





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## HOST HOME TEAM LEADER

Listed below are some suggestions for organizing your host home coordination. We realize that this can be one of the most trying and yet rewarding areas to serve. We strongly suggest that this position be filled by a woman since most of the people involved are typically women.

The Host Home Team Leader is to work very closely with the Pastoral staff member assigned to Host Homes. This is usually the Youth Minister since many of the homes are host youth homes.

### Responsibilities:

1. **Set a date to have all homes enlisted (at least one month out).** projectMPACT will be responsible for providing you with a list of participants, by church, in groupings of twos and threes so that coordination will be easier. *Please remember that there will be changes in housing up to the week the students are scheduled to arrive. This is the nature of working with youth. Many times, they have jobs or family issues that come up that cause them to either drop out or be able to come. The incoming youth pastors are encouraged by the projectMPACT office to have as few changes as possible once their rooming list is in.*
2. **Assign a "Hostess" to each incoming church.** We suggest that a "Hostess" be assigned to each incoming participating church. Example: If you have five different churches coming in, then you would have five hostesses. The Host Home Team Leader and these hostesses would make up the Host Home Team. Please enlist hostesses that have the time to serve in this area. This does not mean that the hostess cannot work outside the home. There are just some jobs that will not allow that person the time they need to make the contacts that must be made in enlisting host homes.
3. If a very large group is coming in, we suggest that two hostesses be assigned to that church. They can work together in enlisting the host homes as well as communicating with the incoming youth pastor.
4. The Host Home Team Leader should not be assigned a church. She is going to work in assisting each of the hostesses in recruiting housing for their assigned youth, as well as coordinating the overall host home enlistment.
5. **The Host Home Team Leader should be the one to actually assign students to host homes once the hostesses have completed recruiting families to host.** Please avoid placing projectMPACT participants in the home of young single adults as it is usually very difficult for the adult to fulfill the host responsibilities when holding down a job.
6. The Host Home Team Leader oversees setting up for registration on Saturday along with projectMPACT staff.
7. Each person on the team usually knows different people in the church. This will significantly increase your base of families as potential host homes.
8. The Host Home Team Leader should review the Host Home Responsibility Sheet and make any revisions pertinent to your location prior to printing for distribution to host homes.
9. Host Home Team Leader should review schedule with a projectMPACT staff person prior to distribution to make sure any revisions have been made to her copy.
10. **Letter to interested families-** After receiving a name of an interested family, a letter should be sent thanking them for their interest in possibly hosting. Enclose a copy of the Host Home Responsibility Sheet, a copy of the tentative projectMPACT schedule, and returnable card they can complete showing makeup



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of their family (how many live at home with ages of children and whether they are male or female.) A sample card is at the end of this section and is also available via e-mail by calling projectMPACT. In the letter you will want to ask them to read the responsibilities, look at the schedule, pray and then complete the card and return it to the church office. The cards will then be given to the Host Home Team Leader. In explaining the completion of the card, please make sure the host home lists each individual person that will be in their house during the week of projectMPACT. Sometimes a college student will come home for the summer and the parents forget to list them on the card. This could cause a problem if a teenage girl is placed in that home, and then a college young man comes home for the summer. Making sure the cards are completed will allow the host home team leader to place just the right students in that home. **Also, remind them that if they decide NOT to keep projectMPACT participants, the card will still need to be returned so you can keep track of who has been asked.**

11. **Distance-** If a home is more than 30 minutes away from the church, it will be difficult for them to get the projectMPACT participants back and forth on time. Please discuss this with the family and pray about whether the home should be used. If most of your host families live long distances away from the church, then an alternative for feeding the students in the evenings will need to be arranged.
12. It is important that the Host Home team meet often during the host home recruitment period since they may need to move host families around as the need arises. The Host Home Team Leader needs to stay continually updated on the progress of host home recruitment.
13. The Host Home Team Leader should keep an updated master list (by participating church) at all times, updated weekly. A couple of weeks out from the event, it will probably be updated daily. projectMPACT will assist the Host Home Team Leader with designing the master list if needed.
14. **Any last-minute housing changes must be reported to the Host Home Team Leader and projectMPACT.**
15. A list of hostesses and their home numbers should also be turned in to projectMPACT upon arrival along with the housing master list and listing of housing by church group.
16. **Transportation assistance-** There may be times when host families have a problem with one of the afternoons in picking up their projectMPACT participants. To enable these families to still be host homes, we suggest that you have a small group of adults who may not be able to house students but may be willing to come over in the afternoons and transport some students to their host homes.
17. **Youth Pastor Packets-** The Host Home Team Leader should make a packet or folder for each incoming youth pastor containing a master list of where his students will be staying, an emergency contact sheet, a schedule for the week, a map of where his Family Time room is, and any other information that you feel will be important to him.



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## SAMPLE HOST HOME RESPONSE CARD

(Design, four to a page, available by contacting Broken Not Dead Ministries)

### Host Home Response Card

Host Home Name and Address: \_\_\_\_\_  
Number of people you can house \_\_\_\_\_ male / female (circle one). Do you have animals living  
in home? \_\_\_\_\_ Describe \_\_\_\_\_  
\_\_\_\_\_

Distance you live from church \_\_\_\_\_ miles.

**Please list everyone living in your home the week of projectMPACT:**

NAME	MALE / FEMALE	AGE

- We/I have read the "**Host Home Responsibilities**" and are unable to fulfill the needs in this area of ministry.

### The duties of the Hostess should include the following:

- Each hostess should be given the name and phone number of the Youth Pastor from her assigned participating church. It is extremely helpful if soon after getting his name, that they call to introduce themselves as their hostess.
- Although the hostess is the liaison between the youth pastor and the church once they are here during the projectMPACT week, **they are not to take any housing changes from them.** All rooming list revisions are to come through projectMPACT. The reason for this is that any time there is a name change, many areas are affected, not just housing. projectMPACT is responsible for making sure all areas receive the changes. If a youth pastor tries to give you a change, politely direct him to contact projectMPACT. They will have cell number, and e-mail address.
- Work with Host Home Team Leader in enlisting host families for their assigned incoming church. Host families should be energetic, enthusiastic, Christ-like, and extremely flexible in nature. projectMPACT participants can be housed with families of young children or teenagers, empty-nest families or retired couples. Sweet relationships have come from any and all these combinations in the past.
- Please do not mix male and female students of the same age in same home. Example: **If a host home has teenage boys living there (whether they are participating in projectMPACT or not) DO NOT put girls**

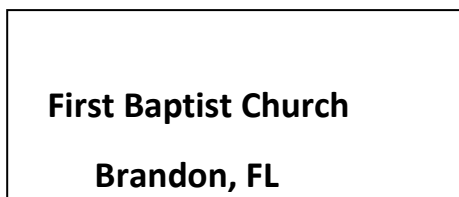


**in that home and vice versa.** If this happens without the knowledge of the host home Team Leader, projectMPACT will contact the Host Home Team Leader to make arrangements to place the students in another home, possibly trading students with another home. Close contact and communication with your host homes should eliminate this potential problem. However, sometimes the host home does not give clear information and changes need to be made. We ask that all parties handle any potential changes in a Christ-like manner.

- Make two signs with their assigned church's name and city they are from. One will be used on the day of arrival and be placed on the registration table. The second one will be placed on the door of the Family Time room, which that church will be assigned to use for Family Time after worship services each night. **The signs must be given to the Host Home Team Leader no later than Friday prior to the projectMPACT week so that they can be used on Sunday when the projectMPACT participants begin arriving.**

**Example:**

Sign on 8½ X 11 paper:



- On the day of arrival (Sunday), the hostesses should be at the church to greet their incoming youth group when they arrive. At this point, due to phone conversations, the youth pastor will be looking forward to meeting her and putting a "face" to the name.
- The hostess should contact every host home the week before projectMPACT to make sure all is well and that they understand about pick-up on Sunday and have their welcome signs made.
- During projectMPACT, the hostess is the liaison between the host homes and their assigned youth group. Any problems that should arise on either side should be reported to the hostess, who then will contact the Host Home Team Leader. If a host home gets delayed one day and cannot pick up their students, they need to contact their hostess to let her know of the alternate arrangements that they have made for pickup of the students. Hostesses need to keep projectMPACT informed of any problems that occur. If you are uncomfortable about any situation no matter how small, discuss this with the projectMPACT staff and we will determine if action is needed.

## Host Home Families

Students will be placed in the homes of Host Families beginning the day of arrival (Sunday) through the last night of the event (Wednesday).

Host families will need to be well informed - they should know the schedule with any changes that have taken place. They should realize that their projectMPACT participants will be busy from early morning to late at night with only a short afternoon break. Host families should be involved with projectMPACT and plan to attend as much as possible.



They should be some of the most stable home situations. Unfortunately, most projectMPACT participants are still teenagers and are unable to deal with some of the problems in an unstable home. In the past, we have experienced some difficult situations, which were unhealthy for both the family and the projectMPACT participants involved. Prayerful discretion in your selection is greatly encouraged.

## Host Home Informational Meeting (s)

1. We suggest that initially, after the volunteer form is put in the bulletin, that a Host Home Informational meeting be held possibly after the evening service either on Sunday or Wednesday night. **Make the invitation for this meeting be for everyone, even if they have not decided to host yet, but may want additional information. Please let them know that by attending this meeting, they are not agreeing to host students.** The Host Home Team members (Leader and hostesses), as well as the youth pastor should attend this meeting. If the pastor would agree to come, this would certainly be an additional boost for the meeting. If he cannot come, the meeting still needs to be announced by the pastor from the pulpit.
2. During the meeting the Host Home Responsibilities sheet can be handed out and gone over to help the families decide if they can serve in this area. A time of questions and answers should follow.
3. This is a great time to announce what churches are coming in to assist in reaching your community for Christ. Once people realize the name of the church and the distance they may be traveling, they begin to take ownership in the housing need.
4. Host families will notice that projectMPACT participants "blow in and out like a whirlwind." It is very important that they understand that they are there to work and not to be entertained. While there will be some time allowed for fellowship with the host family, the family should support the participant's ministry and all events as scheduled. This usually makes the host family relax, realizing that they do not have to entertain them all week, but just offer housing, food, and lots of encouragement.
5. This is not the only time for recruitment. It is just the beginning. However, it will save some time initially in mailing information and phone calls. After the first informational meeting, it is up to the Host Home Team as to whether you hold any more informational meetings.
6. **The Sunday night before the projectMPACT participants arrive**, you should schedule a Host Home group meeting. At this meeting the homes should receive their host home packets containing names of their incoming students, a schedule, an emergency phone list, and any other information the team decides would be helpful to that host home.
7. A letter, email, text, etc. needs to be sent to each host home notifying them of the time of the meeting so that they can plan to send a representative from their family to the meeting. Anyone not attending the meeting will need to have their information delivered by their hostess. She will also need to fill them in on any information that was given out at the group meeting.





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8. Host Home Meeting Agenda- Overall meeting usually run by Host Home Team Leader
  - A. Welcome and open in prayer
  - B. Introduce Host Home Team Leader and Hostesses
  - C. If Pastor is present, ask him to say a few words about the important roll the host families play in this week as well as thanking them for their servants' heart in agreeing to host projectMPACT students or adults.
  - D. Give each family present their host home packet which should include the host home responsibility sheet, a copy of the weekly schedule, a worship service schedule (so you can encourage them to attend the services), their students names, emergency number sheet, the name and phone number of their hostess and host home team leader, and any other information you decide to give them. *By having an envelope for each family with their name on it and information inside, you will know at the end of the meeting which families did not show up without having to have a sign-in sheet.*
  - E. Go over Host Home Responsibility sheet and the weekly schedule at this meeting, especially stressing the importance of having the students arrive on time for their meetings. Please stress flexibility with the schedule. Occasionally students will get back a little late from ministering that day. However, every effort is made to get them back on time.
  - F. **Welcome sign for students-** To assist in matching the students with their host home families on Sunday evening, it is suggested that each host home make a welcome poster containing their incoming students' names. *You could even have a contest to see who is the most creative and have a member of the Host Home Team present on Sunday to take some pictures of the different posters.* The posters help in two areas: it helps the process of matching host homes with students run very quickly, but more importantly, it also makes the incoming students feel very special when they arrive and see their names on a poster being held by their host family member. *If you have poster board available, you may want to have some at the meeting to give out if they haven't already made their sign.*
  - G. End the meeting with a time of questions and answers and close in prayer.

**The Host Home Responsibility sheet is on the next page so that you can copy it from the manual for your host homes. However, if you would like to make revisions, so that you don't have to retype it, please contact Broken Not Dead Ministries and we can e-mail you a Microsoft Word version that can be revised.**





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## Host Home Responsibilities:

1. Must have a complete understanding of the projectMPACT schedule. If you have a question concerning the schedule, please contact your Host Home Team Leader prior to your projectMPACT participants arrival.
  2. If you experience **any problems** with your projectMPACT participants or the schedule throughout the week, **immediately** contact your Hostess.
  3. The Host Home is to provide transportation to and from church and/or designated site (morning, afternoon, and evening) unless otherwise provided. The schedule will let you know drop off and pick-up times. Transportation must to be provided by an adult. If you have transportation difficulty, please contact your hostess.
  4. We ask that no one sleep on the floor unless they are provided an air mattress.
  5. With the students being out in the hot sun each afternoon sharing their faith, they will come home hot and tired. Please make every effort to run the air conditioning in your home at a comfortable temperature. (This request may seem unnecessary; however, we have had some homes in the past who were trying to conserve energy and did not run the air.)
  6. We ask that no alcoholic beverages be in the home and that no smoking take place in the home during the projectMPACT participants stay.
  7. MEALS!! (see projectMPACT schedule)  
*Meal Requirements:*  
Weekdays - Dinner & Snack Food\* (\*Participants eat at church on youth night (Tuesday)).
- All meals:** Whatever the host family would normally eat during the week is fine. Before the host family purchased a lot of food, they may want to discuss likes and dislikes with projectMPACT participants to make a grocery list.
8. Please do not allow the students to go out anywhere after worship services unless it is an organized projectMPACT event, keeping in mind that they have a full day the next day and need to get their sleep. This includes host home students as well.
  9. **Welcome poster-** To assist in matching the students with their host home families on Sunday night, we ask that each host home make a welcome poster containing their incoming students' names. If you have small children, this can become a fun activity for the family to get them excited about keeping students in your home. The posters help in two areas: it helps the process of matching host homes with students run very quickly, but more importantly, it also makes the incoming students feel very special when they arrive and see their names on a poster being held by their host family member(s).
  10. An adult from the host home must be there on Sunday night to greet their incoming students and bring them home. Please don't send a teenager from the family to greet your assigned students without an adult. This is the student's first communication with their host home, and it is important that they feel welcomed by an adult from the family. The best-case scenario is when at least one adult and the children from the family are there with a sign greeting the incoming students.
  11. Again, if you have any problems please contact your assigned hostess from your church. She will then refer the problem to projectMPACT staff.
  12. If an emergency arises that will not allow you to keep students, please contact the Host Home Team Leader or your hostess as soon as possible so that other arrangements can be made for those students/adults assigned to your home.



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## MAPPING TEAM LEADER

One of the biggest jobs as a host church will come after the pastor decides which communities around the church need to be reached. It is incredibly important that the mapping be organized in a manner that will allow the projectMPACT participants to reach as many homes as possible.

The “mapping team leader” will coordinate closely with the pastor as to which areas around your church he wants reached. Prioritize these areas carefully, with the more crucial areas reached earlier in the week.

### Mapping Team Leader:

- Must be someone who will take ownership of the job and still be willing to ask for help or advice when needed.
- Must have a full understanding of the importance and **time commitment** that it will take to make maps for everyone.
- Must be very familiar with the area and have good organizational skills.
- The Mapping Team Leader must be at the church from 10:00 am- 4:30 PM Monday through Wednesday of the projectMPACT week. He or she will need to be at the adult meeting each morning and in the War Room each afternoon from the time the ministry teams leave until they arrive back. If there is a problem with the mapping or a team goes to an area they are not allowed in, the Mapping Team Leader must be available to reassign another area or if the driver cannot find his area, he may need to call the war room to speak with the mapping team leader. The Mapping Team Leader also needs to be in the War Room to collect maps each afternoon in case the adult walker or driver has mapping concerns to discuss with him/her. projectMPACT staff will be in the vicinity of the War Room in the afternoons as well.
- Must be able to delegate and work with others who will help make the maps. One person must oversee this job, but one person alone cannot make all the maps. It is too time consuming for one person.
- Must recruit a team whose main responsibility will be highlighting and counting lots from the plot maps for each team. The amount of time it will take to do maps largely will depend on how well the mapping team leader understands the job of mapping and how well they can teach aspects of it to people that are willing to help.
- There is nothing hard about making maps, but it does take time. The sooner you start, and the more help you have, the better the mapping will be.
- Once the first map is made (marked and highlighted), **a copy should be sent to projectMPACT** so that they can look at it and make sure it is what they will need for the projectMPACT teams to canvas the areas. This should be done at **least two months out from the event**.
- The Mapping Team Leader is responsible for making the **“Driver Folders.”** See below for list of items that need to be in the folder.



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## MASTER MAP

Once the mapping team leader is chosen, they need to **immediately** begin locating a plot map for your city or county. A plot map will show individual home lot lines which make it easier to count homes for reaching. These maps can be pieced together to make the large master map and copied by section for individual survey teams. The cost is very minimal, but plot maps work extremely more efficient than street maps. Some suggestions on where to find a plot map are:

City or County Zoning Department  
County Tax Collectors Office  
Code Enforcement  
Census Department  
Property Appraisers Office  
Mapping Computer Program can be used if it will print plots.

Plot maps are also available online at many of the county web sites. Example: In Hillsborough County, FL, you can go to [www.hcpafl.org](http://www.hcpafl.org) (Hillsborough County Property Appraiser Florida.org). Once there, click on *Geographic Information System*. Some sites may have a section called *Map Search*. Once you reach a map of the county, you are then allowed to zoom in. The closer you zoom in to specific streets, the actual plot maps will begin to appear. **(This is only an example of getting you started if you wish to locate plot maps online.)** You can search for your county or province by using any search engine (i.e. Google, AOL, Yahoo, etc.).

Contact Broken Not Dead Ministries if you have problems in locating this kind of map. A sample of what the map may look like is included after this section.

## Mapping Guidelines:

1. After getting your plot map, there should be two copies made. One is to be used as a work map that can be copied and cut apart. The other one will be used as a "master map". It should be made as large as possible.
2. Outline the areas to be reached. Laminate this master map (laminating can be done with clear shelf paper if you don't have a laminating machine) and post the map somewhere on a focal wall where you will be doing the mapping. Eventually the map will be moved to the "War Room."
3. During projectMPACT, at the end of each day, the areas that were reached can be colored in with a colored highlighter. It's extremely exciting to see the map filled in more and more as the week goes on, realizing these are more than just plots of land, but individuals being reached with the message of Jesus Christ.
4. Once an area is identified, there needs to be a pre-drive through each area during an afternoon. Cars in the driveway are usually a reflection of whether people are home during the day in that area. (Notes can be made of any information that might assist the ministry teams going out such as dogs, secured gated communities, apartment buildings, etc.)
5. We cannot emphasize enough the importance of detailed mapping and clear objectives for ministry work. projectMPACT participants have come to serve your church and community and want to do the best and most complete job possible for you. **The more prepared you are before the event, the greater benefit we can do for your church and the Kingdom of God.**



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6. Once your master map is made and areas to be reached outlined, then it is time to take the second master map and begin making the walker maps for the individual teams. The walker maps will take the most work. Maps need to be made and marked for each day (Mon. – Wed.) for each team. The number of total maps needed will depend on how many people are participating in projectMPACT. projectMPACT staff will have that information.
7. Each afternoon, the mapping team leader should total the number of houses that were reached according to their mapping and give that number to projectMPACT staff. Be certain to keep an accurate count of the number of homes reached each day.
8. **“Hot Spot” mapping-** The Mapping Team Leader is responsible for creating “Hot Spot” directions for the van drivers.



## WALKER MAPS

The easiest way to achieve this step is to remember that each team needs one map each day with approximately 125 homes mapped out. There will need to be 3 copies of each walker map produced- one for the driver folder, one for the ministry team adult walker, and one for the mapping room. This will be discussed further in this section.

**Determining how many total walker maps will be needed:** Find out from projectMPACT staff how many ministry teams will be going out each day. The total number of teams will be divided by four and assigned a number and color by the projectMPACT staff. For example, if there are a total of 25 teams, then the team leader will divide it by four and the color assignments would be as follows: yellow- 6 teams, red- 6 teams, green- 6 teams, and blue – 7 teams = 25 teams (Because of odd numbers, some colors may have more teams than others.)

Using the above numbers, with 25 teams going out each day (times 3 days), **the total number of walker maps needed for the week will be  $3 \times 25 =$  a total of 75 maps total.**

*Obviously, the numbers do change somewhat with add-ons and drops at the last minute; however, projectMPACT should be able to give you a good estimate. (Do not assign teams to the areas until all maps have been made and you get the final number from the projectMPACT staff along with vehicle assignments.)*

**We estimate a ministry team can reach an average of 125 homes per day in a well populated area.** If your area is rural, then the number ratio would be less. Discuss this with projectMPACT prior to making your maps. **Note:** A ministry team is made up of six students and one adult. The adult walks on the sidewalk with the map and the students divide in half with 3 on one side of the road and 3 on the other side. They will precede to visit homes starting at the drop off point and work their way around to the pickup spot.

## Procedure for making Walker Map

- The daily walker map needs to show each ministry team adult exactly what area they are targeting for that day. The perimeter of their area will be outlined.
- Take larger area plot map and begin counting plots (actual lots/home). You may want to just put a small dot with a pencil point on each lot you count so that they don't get counted twice or skipped. Once you have counted approximately 125 homes, take a marker and outline the area containing the 125 homes. Somewhere near the area, you may want to write or place a sticky note stating exactly how many houses are in the area outline. Each outlined area is considered a walker map. **Follow this procedure until the entire master map has been sectioned off.**
- **Numbering the outlined areas:** In order to locate an area quickly, it is suggested that you number each of the outlined areas that are to become walker maps, prior to making copies. Example, if you will need 75 maps total for the week, then number each area 1 through 75. Write the numbers on them prior to making the copies. This will help you later to locate certain areas on your master map if a walker calls in with questions. Instead of telling you they are on a certain street, they can tell you that they have map #5. You can quickly locate that area and then look up the street they are on.





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## Now it's time to copy the individual walker maps.

1. When making copies, make certain the outlined area is blown up enough so that the applicable street names on the map can be read.
2. Although you will eventually need **three** copies of this map, (one for the **mapping team leader**, one for the **driver** and one for the adult ministry team **walker**), **do not make the additional copies until drop-off and pick-up spots are marked.**
3. Once you have copied and blown up all the walker maps (one copy each) then have a member of the mapping committee clearly mark a drop-off point and pickup point on this map (a red Sharpie works very well for this).
4. It is also strongly suggested that you mark with arrows the best route for the team to take in order to complete surveying all the homes on their map and be at the pick-up spot at the end of the surveying day. (See sample walker map at the end of this section)
5. It is a good idea to use a highlighter or marker to trace over the streets that your teams will be surveying.
6. Once all your walker maps have been marked, then make 2 additional copies of each map. Paper clip or staple them together awaiting assignment to specific ministry teams.

## ASSIGNMENT OF TEAMS TO WALKER MAPS

1. **The mapping team leader should be the one to assign teams to the completed walker maps.** This assignment cannot be made randomly. A couple of things need to be considered prior to assigning teams to the maps. Not only do you need to know how many teams will be going out each day for each color, but you will also need to know how **many teams will be on each vehicle going out.** The reason for this is if a van is carrying two teams, then the areas assigned to those two teams will need to be adjacent to one another so that the van can travel back and forth between the teams for water and will also cut travel time so that more time can be spent on the streets ministering. This would be the same for a bus carrying 5 teams. Those teams would need to be assigned to areas of proximity.
2. Once the mapping team leader finds out from projectMPACT what vehicles are being used and how many teams will be assigned to each vehicle then it will be time to assign each team their maps. Actual map assignments to teams may not be done until a week or so prior to projectMPACT.

After receiving the number of teams for each color and their vehicle assignments, mark each map with their team number and color. **Example:** Red Team 1, Red Team 2, Red Team 3, Red Team 4, Red team 5.... Blue Team 1, Map Team 2, Map Team 3.... Green Team 1, Green Team 2, Map Green 3..... Yellow Team 1, and so on until all teams have had maps assigned for that day.

**Clearly** mark the team number and their color at the top of their map.

*The above procedure should be repeated for each day (Monday -Wednesday).*





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## DRIVER FOLDERS:

- A driver folder should be made for each vehicle being used for ministry. Example: If you are using 10 vehicles, you would make 10 driver folders. Each vehicle will be assigned a letter of the alphabet beginning with A. Write the vehicle letter in large bold letters on the front of each folder. You should be able to get a copy of the number of vehicles being used from the Transportation Team Leader.
- If you can get three-sided pocket folders, this will help in case the vehicle is borrowed and keys need to be placed in the folder at the end of the day.

### Each folder should contain the following:

1. **Ministry team maps** - A copy of the walker map for each ministry team on that vehicle should be placed in the driver folder. **The second copy of the walker map will need to be clipped to the adult walker clipboards in the War Room.** They will exit the vehicle with their maps when they are dropped off for ministering. However, the driver will have a copy of their map in his driver folder as well. The driver needs a copy of each map the walkers have so that he or she can locate them any time throughout the afternoon.
2. **Driver map** showing directions to their surveying area with drop off and pick up points having been clearly marked. Instructions for making the driver maps is below.

**NOTE:** Transportation will also supply a city map for each vehicle that will stay on that vehicle all week.

## DRIVER MAPS:

- Now that you have created your driver folders and placed that assigned walker map for each team in the folder, you will need to create a map for each vehicle driver showing directions from the church to the targeted drop off and pick up spots for each team on their vehicle. **Highlighting the route to be taken is extremely helpful.** This is extremely important because many of the drivers may be incoming youth groups that do not know their way around town.
- If using a city map, you can copy sections of the map clearly showing where your church is and drawing a line to the drop off area. Another easy way to do this would be to use a computer Internet service that gives you mapping. You will need to use the church address and the intersection of the drop-off /pickup point to achieve this.
- Not only should the directions be highlighted on the driver maps, but written directions are encouraged as well. Some out of state drivers are not map savvy. (Please see example of the driver map at the end of this section.)



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Some Internet map sites are: [www.mapquest.com](http://www.mapquest.com), or [www.maps.google.com](http://www.maps.google.com) it will allow you to enter the state you are in and choose maps from there. Our sample at the end of this section was created from MapQuest.

**Please note, we are not suggesting that you use these sites for your overall mapping. This is just for mapping drop off points for your drivers.**



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## HOT SPOT MAPS:

On Monday afternoon, all incoming youth groups will be sent out on the streets in either vans or buses to give OUT Children's and Youth night pizza tickets. A *hot spot* is any place where groups of people can be found. This may be a mall, movie theaters, parks, or even Walmart parking lots. Although you may assign a specific location to a vehicle, we suggest that major road sections be assigned to vehicles as well. The map can either be a city map or just text that contains directions from the church to the assigned location. You may want to list any major hot spots that can be found on the road, understanding that the students will stop at any places along their assigned road to witness and hand out pizza tickets. A sample "Hot Spot" Directions Sheet is below:

### SAMPLE HOT SPOT MAPPING (DIRECTIONS)

**Assigned Hot Spot: WALMART SHOPPING CENTER**

**Directions from church:**

Turn right onto Bell Shoals Road.  
Follow Bell Shoals Road to Bloomingdale Ave.  
Cross Bloomingdale Avenue and turn right into the Walmart Shopping Center. Begin your hot spotting here!  
**Start handing out those tickets!!**

McDonalds  
Entire shopping center including Publix, Ace Hardware, Smoothie King etc.  
*Hot spots (on the left)*

*Good luck! Remember, every person you meet can be invited to the church for something this week!*

### FORMULA FOR MAPPING

**Note: projectMPACT will give you the final count of how many teams you will have,** but we have given you the formula below so that you understand how she determines this count.

Number of students (outside and host church) .....  
Divide by 6 (*There are 6 students per team*) .....

\_\_\_\_\_ ÷ 6  
\_\_\_\_\_

**Total number of survey team maps needed for each day**

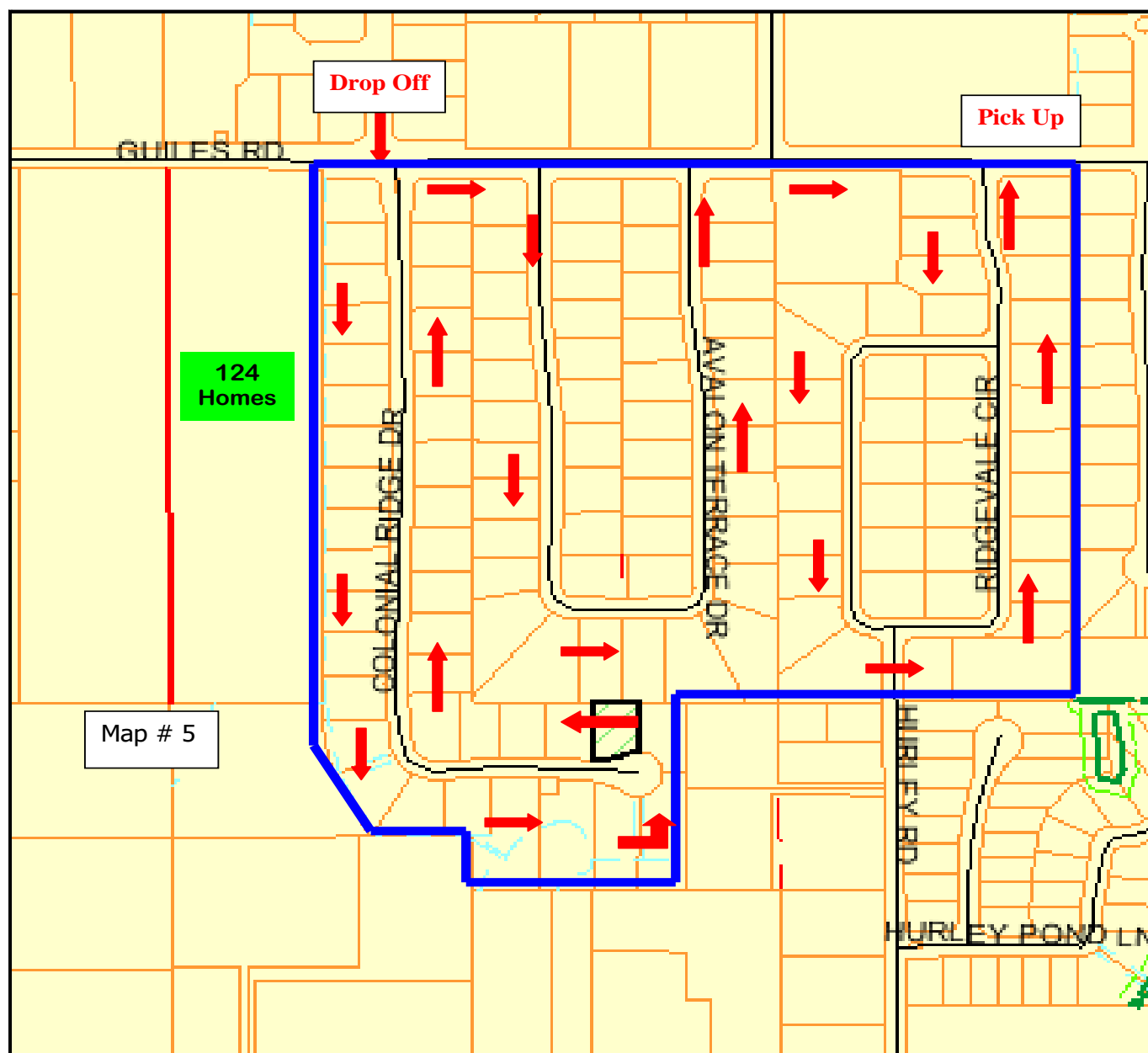
\_\_\_\_\_



**Each map should contain approximately 125 homes**



## Red Team 1





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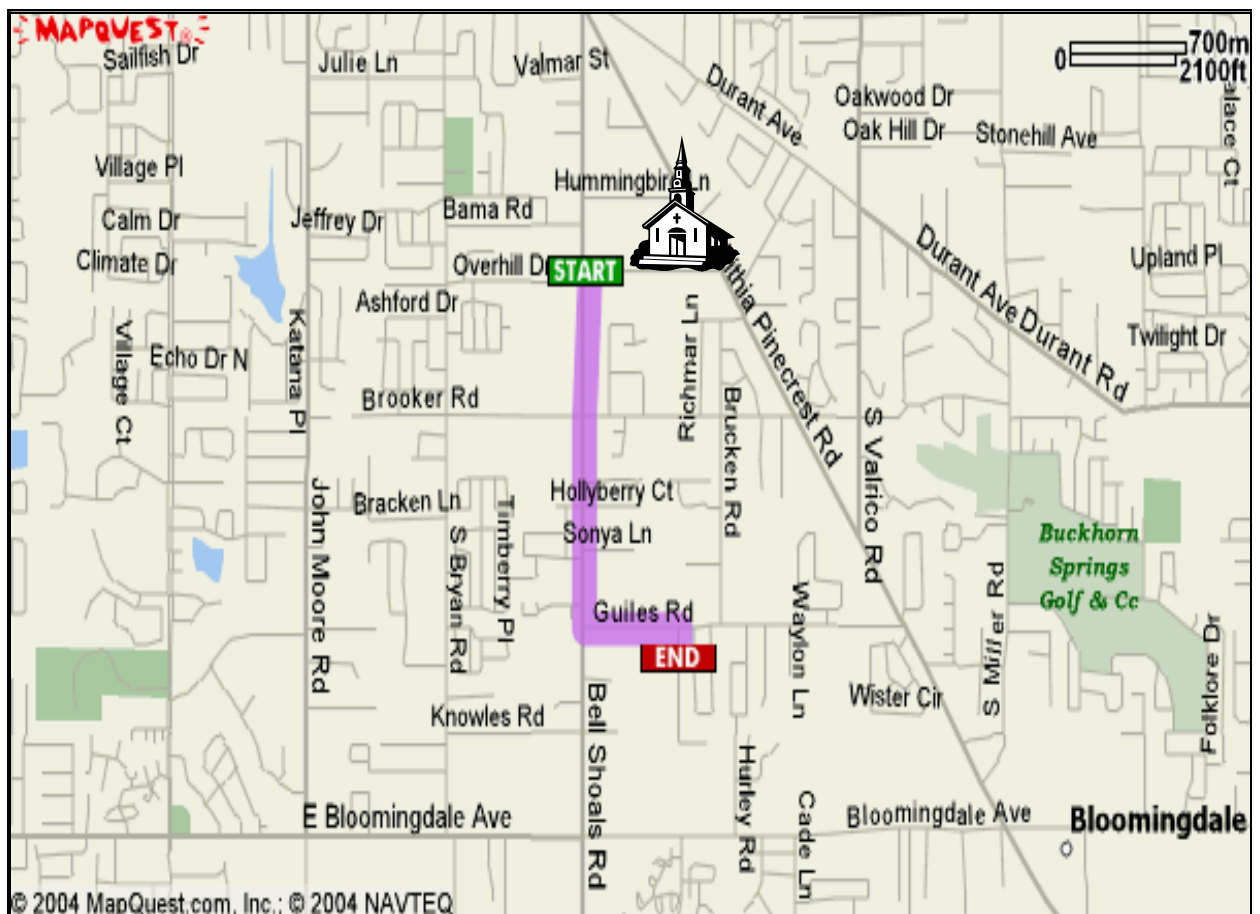
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## Driver Map Sample A

**Start:** Host Church: 2102 Bell Shoals Road

**Ending:** First Drop-Off- Colonial Ridge Drive

**To Drop Off-** Drive out Overhill Drive and turn south on Bell Shoals Road. Turn left onto Guiles Road. Turn right onto Colonial Ridge Drive.







## DRIVER MAP

### Sample B

Driver Map 4-2&amp;4



To Drop Off Point (DO1):  
 Right onto 122nd St E  
 Left onto Shaw Rd E  
 Right onto Military Rd E  
 Right onto Reservoir Rd E  
 Drop off Reservoir & 121st Ave Ct E  
 (865 E1)

To Drop Off Point 2 (DO2):  
Continue West on Reservoir Rd E  
Left onto 120th Ave E  
120th turns into 132nd St E  
Right onto 122nd Ave E  
Right onto 134th St E  
Left onto 120th Ave E  
Drop off at 120th & 136th St E

**To Pick Up Point:**  
Go back up to DO1 (865 E1)

Back to Church:  
Come back down (east) 130th St E  
Right onto 121st Ave Ct E  
Go East on Reservoir Rd E  
Left onto Military Rd E  
Left onto Shaw Rd E  
Right onto 122nd St E  
Church on the left (835 G6)





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## WAR ROOM TEAM LEADER

- The War Room Team Leader is responsible for overseeing the “War Room” team. This team should consist of enough people to assist in the duties of the War Room. The Team Leader will need to assign teams for: setting up the room, stuffing ministry team envelopes for each day, stuffing backpacks with door hanger bags for each team (backpacks are provided by Broken Not Ministries and will arrive with the projectMPACT staff), and collection and reorganization at the end of each day. Your team members may also be called upon to assist with mapping if the need arises.
- **War Room Staffing-** The War Room Team Leader and at least one other assistant must be in the War Room throughout the morning to assist the adult walkers as they retrieve their backpacks and ministry supplies. If the room was set the afternoon before, they will need to check first thing the next morning to make sure nothing has been tampered with. There will also need to be a team in the War Room each afternoon to receive the supplies turned back in from the ministry teams. We suggest that the War Room team arrive a few hours before the teams come back from ministering Monday and Tuesday so they can set up the room for the next day.
- The War Room Team Leader is responsible for making sure that adequate supplies are in the War Room for each day.

### Preparing Material for the War Room

- The War Room Team Leader is responsible for contacting the Publicity Team Leader to make sure they have printed enough material to provide the ministry teams with.
- The overall group of ministry teams is divided into four colors, and then teams are numbered within the colors. The colors assigned to teams are yellow, blue, green and red. Each team will need two 9X12 manila envelopes containing their material. There are two envelopes for each team because the team of 6 students will divide while on the streets. Half will cover one side of the street, and the other half will cover the other side. For organizational purposes, we label the sides A and B. (Example: Red Team 1 will have two manila envelopes labeled 1-A and 1-B and so on....)
- **Labeling the envelopes:** The envelopes should be labeled with a colored dot (team color) placed in the upper corner. The team number and A or B should be written on the dot. Once the team color and numbers are on the envelopes, they are ready to stuff.

### Stuffing the Envelopes:

It is suggested that at least two days of envelopes be stuffed by Monday. While the students are out ministering on Monday afternoon, the new envelopes for Tuesday can be put out. On Tuesday afternoon, the leftover supplies from Monday and Tuesday will be used for Wednesday’s envelopes. We have found that this procedure helps us to be good stewards and it minimizes left over supplies once projectMPACT is over.



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Each envelope will need to be stuffed with the following:

- ▶ 1 Pen (not pencils)
- ▶ 10 Personal Commitment Cards
- ▶ 20 Tracts ("Steps to Peace with God")
- ▶ 25-30 Pizza Tickets (Children's on Monday only, Youth – Mon. & Tues. only.)
- ▶ If hard candy is donated, you may want to include a few pieces either in the team's envelope or book bag for a treat for the teams while out on the streets.

**Stuffing the backpacks:** The Door Hanger Team Leader will stuff the door hanger bags and batch them in bundles of 75 bags each. These bundles will be brought to the War Room. When the projectMPACT staff arrive, they will bring enough backpacks with them for use by all of the ministry teams. Each backpack will need to be stuffed with one door hanger bag bundle. Two backpacks will be placed on the tables for each ministry team.

## Room Set-up:

1. A "War Room" is where all mapping and ministry material distribution and collection take place. When projectMPACT staff comes for Pre-trip they will assist you in determining the size of room you need and help you determine the set-up.
2. A minimum of four 8-ft tables will be used to lay out the ministry team envelopes and backpacks. This number will increase with the larger projectMPACT locations. Also, several 6 or 8-ft. tables should also be placed in the "War Room" for check in and collection of all ministry material at the end of each afternoon.
3. Plastic tablecloths in the four team colors (red, blue, green and yellow) should be purchased to place on the tables which will hold the ministry materials for the teams. This color designation helps the war room team and projectMPACT participants identify the location of their materials much quicker and keeps the area more organized. The tablecloths can be purchased at any party store and usually cost under \$2.50 each. For larger projectMPACT events, two tablecloths per color may be needed.

## Placing Materials on the Tables:

1. Once the tables are set up and the colored tablecloths are placed on the tables designating the four team colors, it is time to lay out the materials for each team.
2. Starting from the left side of the tables, place two (2) stuffed backpacks on the table.
3. Lay a clipboard on top of each backpack.
4. Clip one manila envelope to each clipboard. The two envelopes will be numbered for the same team, with one labeled A and one labeled B.



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5. Place a third clipboard with the grouping, which will be for the adult walker. On top of the adult walker clipboard, clip the Daily Results sheet, a pen and a highlighter. (A copy of the Daily Results sheet follows this section.) Mapping may also clip this walker map to the adult walker clipboard.

## **Collection each afternoon:**

When the students return each afternoon, the adult leadership will return to the War Room with their supplies. (No students are to be in the collection area). Please have separate bins or boxes available for the following:

- Unused decision cards
- Pens
- Pizza tickets
- Tracts
- Completed decision cards
- Trash (empty water bottles- there will be lots!)
- Envelopes (emptied out by the adult leadership)
- Clipboards
- Daily Result Forms (Each day needs to be printed in a different paper color.)
- The backpacks are bulky and can just be stacked on the floor in the corner after the adult leaders empty them. The War Room committee members will then re-stuff them with door hanger bags and place them with the team envelopes for the next day.

## **Recap of supplies needed for the War Room:**

9X12 manila envelopes  
Pens- for each team envelope and each adult walker  
Highlighters for adult walker clipboards (for highlighting maps)  
Clipboards (3- two for team and one for adult walker)  
Colored round dots or labels in red, yellow, blue and green  
Plastic tablecloths in red, yellow, blue and green  
Permanent marker for labeling envelopes  
Backpacks (will be brought by projectMPACT staff)

## **Recap of printed material needed for envelopes:**

Personal Commitment Cards (Decision Cards)  
Gospel Tracts  
Daily Results forms (Each day will need to be printed in a different color so the days can be easily distinguished.)



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## Survey Results Monday

Number of houses contacted:

\_\_\_\_\_

Number of Times gospel was shared:

\_\_\_\_\_

Number of salvation decisions made  
*today:*

\_\_\_\_\_

Team \_\_\_\_\_ Color \_\_\_\_\_

## Survey Results Monday

Number of houses contacted:

\_\_\_\_\_

Number of Times gospel was shared:

\_\_\_\_\_

Number of salvation decisions made  
*today:*

\_\_\_\_\_

Team \_\_\_\_\_ Color \_\_\_\_\_



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## Survey Results Tuesday

Number of houses contacted:

\_\_\_\_\_

Number of Times gospel was shared:

\_\_\_\_\_

Number of salvation decisions made  
*today:*

\_\_\_\_\_

Team \_\_\_\_\_ Color \_\_\_\_\_

## Survey Results Tuesday

Number of houses contacted:

\_\_\_\_\_

Number of Times gospel was shared:

\_\_\_\_\_

Number of salvation decisions made  
*today:*

\_\_\_\_\_

Team \_\_\_\_\_ Color \_\_\_\_\_





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## Survey Results Wednesday

Number of houses contacted:

\_\_\_\_\_

Number of Times gospel was shared:

\_\_\_\_\_

Number of salvation decisions made  
*today:*

\_\_\_\_\_

Team \_\_\_\_\_ Color \_\_\_\_\_

## Survey Results Wednesday

Number of houses contacted:

\_\_\_\_\_

Number of Times gospel was shared:

\_\_\_\_\_

Number of salvation decisions made  
*today:*

\_\_\_\_\_

Team \_\_\_\_\_ Color \_\_\_\_\_



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## DOOR HANGERS TEAM LEADER

The Door Hangers Team Leader is responsible for making sure all the door hanger bags are stuffed prior to the projectMPACT week.

The projectMPACT participants have come to serve your church and want to do the best and most complete job possible for you. It is strongly suggested that door hangers (clear plastic bags with a hole at the top for hanging on doors) be used. Each home that ministry teams go to will receive a door hanger. We use door hangers because if the people are not home, they can leave the information hanging on their door.

If you do not know where to order the plastic door hanger/newspaper bags, several churches have used the following business and the bags are very reasonably priced:

**Associated Bag Company- 1-800-926-6100 or [www.associatedbag.com](http://www.associatedbag.com)**

**Any leftover bags can be used for future church visitation!**

It is the host church's discretion as to what can be placed in the bags. Some suggestions are:

- **Church brochure or flyer about the church** (You may already have something you use for visitation which gives church service times, programming, and other activities you wish to publicize.)
- **Brochures of ministry areas** (i.e. youth, singles, children, Mother's Day Out, etc.)
- **Flyer promoting the Worship Services during projectMPACT-** This should contain information about the entire projectMPACT weeks activities including Children's night promoting Pizza Party (Monday), Youth night promoting Pizza Pig Out (Tuesday night), and any other special activities. (Do not make separate flyers for Children's and Youth night. They get outdated as the week progresses. One flyer can be posted on someone's refrigerator that informs them about the entire week.)
- **Inexpensive tract** ("Steps to Peace with God" can be too expensive to put in the door hangers, but there are some rather inexpensive alternatives available. It is important that the gospel be printed in each door hanger bag in case people aren't home and the bags are left on the door.
- **Postcard** for mailing back to the church if they desire more information. Some churches have promised a loaf of homemade bread or jelly and a visit from the church if the cards are returned. It's a great tool to allow you to return to their home for a personal touch.
- **Do not put pizza tickets for children's or youth nights in the bags.**

**Bundles of 75-** Bags need to be stuffed and bundled into groups of 75 and secured with yarn or ties. All stuffing should be completed by the week of the crusade and given to the "War Room" Coordinator.



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**Enlisting people to stuff the door hanger bags-** Stuffing the door hanger bags is a great opportunity to utilize your senior adults and allow them to feel a vital part of the projectMPACT experience. You can also enlist the youth and older children's department.

One church had a "door hanger bag stuffing party" one night and over 50 people attended. They stuffed all 12,000 bags in one evening with a little coordination and a lot of fun and fellowship! Be creative and make it fun, not a drudgery, reminding everyone that each bag represents a family that will be contacted on behalf of your church.

We suggest that as the "stuffers" stuff the bags, they stop and pray over each batch— that God would work in the lives of the home in which the door hanger would be left.

## FORMULA FOR DOOR HANGERS

Number of ministry teams (divide number of students by 6) .....

Multiply by 125 (*Based on the number of houses the students will reach each day.  
We figure a little more in case we need them*) .....

**X125**

**Total door hanger bags needed per day**.....



## **Number of Door Hangers needed for the week:**

Total door hanger bags needed per day.....

Multiply by 3 days .....

**X 3**

**Total door hanger bags needed for the week**



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## TRANSPORTATION TEAM LEADER

Closely aligned with mapping target areas comes transportation. The number of host and participating projectMPACT participants you have will dictate how many vehicles you will need. projectMPACT will let the Transportation Team Leader know how many vehicles will be available for use by the incoming churches. Most churches will arrive in vans and/or buses. Some must fly due to distance. You will need to know this! If you have a bus ministry or have access to some school buses, this can be a real asset.

If you are a smaller church and have no church transportation, pursue any and all options according to your needs (members, rentals, or other churches.) In some cases, you might need to double up in your transport and take teams in shifts. This should be your last option as your neighborhood coverage would be greatly reduced. projectMPACT staff will assist you with ideas.

### The duties of the Transportation Team Leader are as follows:

- Determine number of vehicles that will be needed based on number of participating students (both host and incoming).

#### Formula:

To determine how many people each vehicle can hold, divide the seats (not counting driver) by 7 (a team of six students and one adult). You can only put complete teams on vehicles. Please note that this could leave some empty seats on larger vehicles, but the space can be used for water and supplies. (Guideline: 15 passenger vans can hold 2 teams, mini buses usually hold 4 teams, and passenger buses usually hold 6 teams. Other situations may be utilized depending on site/vehicle availability.)

**With the new automobile insurance laws, many 15-passenger vans are being downsized to only 12 seats. Please keep this in mind when formulating vehicle needs.**

- Enlist drivers for host church vehicles.
- Make sure each driver gets a copy of the Driver Responsibility Sheet (at the end of this section).
- Decide to obtain vehicle and pick up any youth groups that may be flying in for projectMPACT.
- Try to have a cell phone on each vehicle in case of emergency.
- Place a city map in each vehicle. AAA is a good source for the maps.
- Place a plastic garbage bag on each vehicle to be used to collect empty bottles, etc. each day.
- Place one bundle of door hanger bags on each vehicle just in case they run out while out in neighborhoods.



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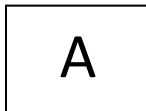
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- The Mapping Team Leader will supply Driver Folders each morning to the drivers. The keys are to be turned in each evening if the driver does not own the vehicle. **Make sure the keys for the host church vehicles are given to the Mapping Team Leader each morning so they can be placed in the driver folders.** Close coordination with the Mapping Team Leader is essential.
- Need to be available Monday –Wednesday in case there are any mechanical problems with the vehicle. If it is an out of town vehicle, will need to assist the out of town youth pastor in deciding to get the vehicle fixed. Plus, need to find alternate transportation for the next day if the vehicle is pulled out of use.
- Make sure each vehicle has a **cooler on board** for holding bottled water. The students will have one bottle with them when they board the vehicle. The vehicle should have enough water in their cooler for the students and adults to have another bottle later in the afternoon.

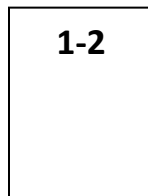
Assign a letter to each vehicle and **make sign (8 ½ x 11) containing their vehicle letter to be placed in the window of each vehicle. Another sign should also be made listing what teams (number and color) is assigned to that vehicle.** These can be placed in the driver's folder on the first day to post in their windows or placed in the windows upon arrival on Sunday by a member of the transportation team. You also need to have tape to use for putting them in the windows.

## Sample:

Van Letter



Team numbers







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## **Vehicle Driver Responsibilities**

1. Attend the morning adult meeting each day (Mon-Wed) where you will collect your map/driver folders. The mapping team leader will be available at this meeting to answer any of your mapping questions.
2. Collect supplies (water and extra door hanger bags), put in vehicle and park in designated parking space each day by 11:25. Check to make sure your vehicle has gas and water.
3. Make sure you have a trash bag on your vehicle for collecting any empty water bottles and trash.
4. Make sure your vehicle has a first-aid packet.
5. Check with your adult leaders before leaving parking lot, each neighborhood, and prior to returning to church to make sure you have everyone that's supposed to be in your vehicle.
6. PRAY with your group before departing for ministry. (You can also ask one of the other adults to pray.)
7. Ensure that your students have and drink plenty of water. If you have more than one team on your vehicle, please alternate back and forth between teams all afternoon making sure they all have adequate water. Don't just drop off the water. Get out of your vehicle and watch the students drink the water in order to ensure that no one gets dehydrated.
8. Continually pray for students.
9. Turn in your driver folder at the end of each day to the designated projectMPACT staff person. Also, turn in vehicle keys if they don't belong to you.
10. If you are having vehicle trouble, please notify projectMPACT staff as soon as possible or call the church office.
11. After dropping off the students, please drop off water coolers at designated drop off the filling for the next day.
12. Please park in same spot every day (at church).



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## WATER & FIRST AID TEAM LEADER

### Water/First Aid Team Leader Responsibilities include:

- The Water Team Leader is responsible for making sure that enough water is collected to supply at least three bottles per day per projectMPACT participant (students, adults, drivers). If sport bottles, can use two per day.

Example: If you have 150 overall people going out each afternoon (students, adult walkers, drivers, etc.) then you would need at least 450 bottles per day or a total of at least 1,350 bottles over the course of three days.

- Is responsible for placing ice in each cooler to keep the water cool throughout the afternoon.
- The Water Team Leader will work closely with transportation to make sure each vehicle has a **cooler on board** for holding bottled water. At most locations the students will have one bottle with them when they board the vehicle. The vehicle should have enough water in their cooler for the students and adults to have two additional bottles later in the afternoon if needed.
- Water Team Leader needs to designate a drop off place for the coolers so that each afternoon after the survey teams are brought back to the church, the coolers can be left to be filled again the next morning. This should be the same place that they are picked up by the drivers each morning.
- The Water Team Leader shall recruit a few people to help load water in the coolers to be placed on each vehicle each morning (Monday-Wednesday). The water must be loaded on each vehicle by 11:25am each day. Vehicles will leave the premises no later than 11:30am each day and water must be on each vehicle.
- Chilled water is to be placed outside the exit doors of the auditorium each day. Upon release the students and adults will run by and grab one bottle to take on the vehicle with them. The other bottles per person will be in the coolers on the vehicles.
- If school sized buses are used for transporting students to areas, then water vehicles will be assigned to follow the buses to their routes and stay with the students to give them water throughout the afternoon.
- The First Aid Team Leader is responsible for putting together first aid bags to be placed on each vehicle. Each bag should have band-aids, Advil or Tylenol, dry washcloth that can be dipped in ice chest to cool down person who is overheated, etc. Each individual location can determine any additional items to put in the first aid bags such as antibiotic ointment, antiseptic wipes, etc. Most items can be donated.



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## MEALS & SNACK TEAM LEADER

### Meals- Lunches (week-day)

Lunches for the weekdays should be a budgeted item within the church's projectMPACT budget. While sandwiches are easy, they are not always filling if given every day. Food should be filling and plentiful and the kind that teenagers like. Remember that participants will be going out for several hours completing service projects, doing door-to-door witnessing and will need to be well nourished. Below are some menu ideas that we have seen work very successfully over the years, but you are certainly not limited to these:

- Tacos or Taco Salads
- Spaghetti/salad/rolls
- Sandwiches/subs/soup or chips
- Hamburgers/chips/salad
- Lasagna/salad
- Fried chicken/vegetable/salad
- Chick- Fil-A or grilled chicken sandwiches/chips/salad
- Loaded potato bar with all the fixings such as chili, cheese, lettuce, tomato, etc.

♥ Several churches in the past have had a salad bar each day at lunch. This has worked great!

**WE ASK THAT YOU DO NOT SERVE PIZZA OR HOT DOGS AT LUNCH.** The students will be eating pizza on Youth night and hot dogs do not sit well in their stomachs when they are out all afternoon in the sun.

We ask that you be ready to serve lunch at 11am each day. However, sometimes the teaching time may run a little over, but we will keep you informed if there is to be a delay.

**Serving Line Suggestion:** If space allows, have a serving line for each team color (red, yellow, blue, and green). Just hang a respective color on the serving tables at the beginning of each serving line. This will allow for fast and easy serving with minimal "bottlenecking". If you only have two lines, then combine two colors for each line. Kids will line up according to what color wristband they are wearing.

### Lunch & Sunday Night Dinner Formula:

Number of students and adults from participating churches:

Number of host church students:

Number of host church adults (walkers, drivers, etc.):

projectMPACT and host church staff:

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**Total number of people to feed for lunch each day (Mon-Wed):**



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## **Snacks**

Total number you will be serving will be the same as lunch except for the host church staff.

Snacks should be placed in a designated area (maybe table in dining area) for projectMPACT participants to be able to access when desired. We offer the following suggestions. The snacks do not need to be a budgeted item. This is an area where your church members can play a part by bringing the snack items by the church for break-time.

Suggested snacks: apples, bananas, grapes, cheese crackers, cookies, granola bars, lemonade or iced tea.



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## Monday Night Service: Children's Night

### MONDAY: CHILDREN'S PIZZA BLAST

The Children's Pizza Party Coordinator and/or the Children's minister are responsible for the Pizza supper for children grades 1 to 6 which takes place *BEFORE THE EVENING SERVICE*. This supper is to be held **one hour** before the Monday evening service.

**Objective:** The purpose of this special night is twofold:

- 1) To bring in as many children as possible to hear the simple plan of salvation at the pre-service pizza blast for the children.
- 2) To build relationships during the event with visiting children, their parents, and other new people that might be attending the service as well.

### PLANNING CHILDREN'S NIGHT:

- Since you will need to recruit adult workers to assist with the children and serve the pizza. The projectMPACT Coordinator will also arrange to have some of the participants of projectMPACT come in to assist during the Pizza Party. The Children's Coordinator will need to let the projectMPACT Coordinator know how many students will be needed.
- Plan carefully for the pizza supper. Keep the menu simple- pizza and something cold to drink. Please serve on time and expect some surprises in attendance on this one night. Have plenty of adult help.
- To estimate the number of potential guests, use the attendance number from the last large children's event your church sponsored.
- If VBS is held prior to your projectMPACT event, you may want to give out flyers at VBS advertising the upcoming projectMPACT Children's Night and send home flyers about the projectMPACT to their parents.
- Tell the pizza deliverer to have the pizza there at 5:30 p.m. Pizza places are normally late, and this will give added cushion time if they are late. The pizza will not get cold! If they are late, it will throw off the whole night.

### DURING CHILDREN'S NIGHT:

Please ask the children to get up close to a white board and have them sit on the floor or in chairs. They do not need to be sitting around tables when the Children's speaker begins speaking to them prior to the worship service. You may want to utilize some puppets, have a time of singing, use a ventriloquist, etc. to make the transition from eating to sharing. After eating and settling down, please have someone share with the children about your church, your pastor, and the event that is taking place. Introduce the Children's speaker to the children and let them know a little bit about him.





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The Children's speaker will present a 15-minute presentation on the plan of salvation with the children prior to the service. Please have him up and speaking by 6:25 so he can dismiss them by 6:45 so that they will have time to go to the bathroom and get in the service. It will be short, very simple, and without any pressure. He handles the children carefully. He will tell them that if they would like to talk to someone about asking Jesus in their heart, at the end of the evening service they will have that opportunity.

**Please have all children (1 -6 graders) sit down front during the worship service.** (The children pay attention better when they are close than when they are all over the place or in the back with their parents.) You will need several adults interspersed among the children to control talking during the service. The evangelist will share a short message and then give a simple invitation. Because the evangelist is cautious about young children making premature decisions, he may ask that children under the age of eight to come down to decide with an adult (parent, Sunday school teacher, etc.)

During the invitation, have available several adults who have already been properly trained to counsel the children. Ask several of these counselors to go ahead at the beginning of the service and come to the front so we will know who is available to counsel. You do not want all of them to come forward at one time, however, since many of these counselors will be sitting with the children. It is very important that these counselors be trained in dealing with children so that they will be able to discern those children who are ready to receive Christ and those who are not. It is vital that the child understands the language we use in conversion and that the counselor is sensitive to what the child understands us to say. Ask these counselors to pray and seek God's wisdom as they lead these children to Christ.

## **PROMOTION FOR CHILDREN'S NIGHT:**

Having a "Pack the Pew" night with the children on this night is very successful. Kids can get people there like no one else. You assign certain "Pew Captains" and they will get their friends there. Having a "give away" prize for the top three will help motivate the kids. The recognition received for hard work will encourage them.

**Diligently** promote this event. Unlike teens and adults, children are dependent upon others to transport them and their friends to church. We need the Sunday school teachers, the children's minister, and parents to rally behind this exciting opportunity.

One week before the Children's Night, mail a letter and at least five tickets to each child on your Sunday school roll and to those who have recently visited. Include in this mail-out grades 1-6. Give extra tickets out in Sunday school also. If you feel comfortable, offer a prize for the two children who bring the most guests. A gift-card might be a good first prize and for second place, possibly a \$5.00 McDonald's coupon book. Toys and other prizes also work great!

**Promote this in Sunday school departments two Sundays before the event.** Use posters that the children can prepare. Even consider having a Children's Worship Night contest between the classes. Building enthusiasm and excitement will catch on fire!



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## **DOOR PRIZES**

We realize that some host churches may feel that door prizes can seem manipulative. However, please know our hearts. We use it only as a tool to get your children excited about bringing as many friends as possible. If door prizes are given out to guests, it is always with the intent that their hearts will be softened and they will accept the most important gift that is offered that night, the gift of salvation.



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## **SAMPLE LETTER TO CHILDREN ABOUT THE PIZZA PARTY:**

Hello,

We have planned a special evening just for you during projectMPACT at Westside Baptist Church, on July 15, 2019. We will begin the night with a Pizza Party at 6:00 p.m., and you don't want to miss this special event! We will have a very special guest with us, all the way from South Carolina! His name is Mr. Steve Holt and he is a magician and ventriloquist!

Enclosed with this letter are five tickets for you and your friends. We want to encourage you to bring as many friends as you want. So, if you run out of tickets, you can pick up more during Sunday school this Sunday. We will even present a **special gift** to the boy or girl who brings the most guests to this pizza party, so you'll want to work hard to bring as many friends as possible!

Everyone who comes to the Pizza Party activities must also attend the worship service right afterwards for them to be counted as your guests. So, make sure you ask them to invite their parents to the worship service. This is when we will announce the winner of the gift!

Hope you will bring A LOT of friends!

Your friend,  
(Children's Minister or Children's Committee Chairman)



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## HELPING A CHILD UNDERSTAND CONVERSION

Language of Zion	Child's Translation	Your translation
Go (come) forward	Move from where one is seated to the front of the auditorium.	Let the church people know what Jesus has done for you.
Commit your life	Who knows? "Commit" is a strange word.	Promise Jesus that you will always try to please Him in all you do.
Give your heart	Take my heart out of my body and hand it to someone.	Trust Jesus to help you live as He wants you to live every day.
Take Jesus as Savior	Go somewhere with Jesus.	See the translation for "Give your heart."
Lost	Misplaced; gone; maybe taken by someone who wanted it; not knowing where you are.	Not trusting Jesus to save you and to help you day by day.
Saved	Kept in a hiding place, like saving pennies or dollars.	Trusting Jesus to forgive you for displeasing Him. A person is saved when he is willing to live for Jesus all the rest of his life.
Make a profession	Build something called a profession.	Let other people know that you have promised Jesus to try to always live in the way he wants you to live.
Give the preacher your hand	Maybe shake hands with the preacher.	Tell the preacher about the promise you have made.
Privileges and responsibilities of church membership	Something they give you when you join the church or get baptized.	The right to vote in church meetings, the right to take part in the Lord's supper, the duty to help do the work of the church.
The hand of Christian fellowship	Somebody's hand; maybe the hand of a Christian; maybe there is someone named Christian Fellowship.	A welcome from the people who are already Christians, usually done by shaking hands at the close of the service in which a person joins the church.
Be baptized	Let the preacher put you under water.	Let the preacher put you under water to show that you are a follower of Jesus.



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## YOUTH NIGHT

### TUESDAY NIGHT: Youth PIZZA PIG OUT:

The Youth Night Coordinator is responsible for speaking with projectMPACT concerning the set up for the Pizza Night. The purpose of the free pizza is to attract teenagers to come to the church, and then to the worship service to hear the gospel. There is a specific way of setting up for serving that will be conducive to moving the students quickly through the line and moving them from the dining area to the worship area. projectMPACT has much experience in this area and will help you plan the best set up for your dining room size.

One of the keys to having a successful "Pizza Pig Out" is to have good pizza. You may serve frozen pizza one time, but if you do, the kids will not attend another Pizza Blast.

Contact your local pizza restaurant in advance and let them know what you are planning and approximately the number of people you are going to feed. Try to work out a deal with the pizza restaurant. Suggest printing the name of the restaurant on the tickets and flyers in return for a discounted price on the pizzas. You will be surprised. Some places have even given us free pizzas for the free advertising! Get bids from different restaurants. You may even have them bid against one another. Your church is also tax exempt and should not pay taxes on the pizza. You should not have to pay more than \$5.00 for a large, single topping pizza.

Make sure you have plenty of pizza! **Plan for approximately four people per pizza.** This is an estimation, so always plan for more than you expect.

Have the pizza restaurant you use deliver the pizza by 5:30. **The pizza will not get cold!** Time is very important because late arrival of the pizza can throw off the schedule for the entire night. **Order 50% of the pizza pepperoni.** Split the rest between the other ingredients.

### Publicity for The Pizza Pig Out:

Pizza tickets are the most important tool for publicity for youth night! **Do not cut corners in this area!** The number of tickets to print is determined by how many projectMPACT people are participating at your location. They will be handing out pizza tickets not only during hot-spotting, but also during the day as they are out in neighborhoods serving through Tuesday afternoon. Please do not think low. There have been many times when we have had to have more tickets printed on Monday right before the youth night on Tuesday. This will delay the distribution of the tickets. The cost is minimal when you go ahead and print a large amount at one time rather than having to have more printed.

Make sure all the pizza tickets are printed a month out. Begin having your host church students distribute the tickets the week before projectMPACT event begins.





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## **Procedure for Serving Pizza on Youth Night**

The projectMPACT pastor will meet with all your youth workers on Tuesday night at 5:45 p.m. He will show them how to serve the pizza and the drinks (drinks at the front of the line and pizza following on the rest of the tables, workers putting two slices of pizza on each plate). He will ask them to stop serving at 6:40 p.m. and get in "position" for the students to go into the service.

He will be the "bad guy" and tell the students at 6:15 – 6:20 p.m. that if they are going to eat pizza, they must stay until 8:00. If they cannot, they need to leave. The reason for this is that parents drop their students off at the church or the student tells their parents that they are going to be at the church until 8:00 p.m. If the students leave and something happens to them, the church can be liable. The projectMPACT pastor will tell the workers to positively encourage them to stay. If a student continues to say they have to leave, the worker is encouraged to call the student's parent. If the parent says it is OK for the student to leave, then they will be released to leave.

## **DOOR PRIZES ON PIZZA NIGHT**

Offering door prizes on youth night is a great tool to draw in more lost students. Some door prize suggestions would be giving away some gift certificates from local sports stores, and then a grand prize of possibly a smart TV, etc. Suggestion: Door prizes for student night- move all students into the sanctuary- from the area where the pizza is served. Have the projectMPACT pastor, with band playing music help Youth Night coordinator or host church pastor give away *all but the top prize*. The top prize is given away immediately after the service. This will help with easier transition from the pizza time to the sanctuary and provide an incentive for the students to stay for the entire service.

We realize that some host churches may feel that door prizes can seem manipulative. However, please know our hearts. We use it only as a tool to attract youth to come to the event in hopes that their hearts will be softened and they will accept the most important gift that is offered that night, the gift of salvation.



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## SCHEDULE FOR YOUTH NIGHT

	(Tuesday night)
5:45pm	projectMPACT pastor meets with the adult workers to explain what they need to do and how to serve the pizza.
6:00-6:20	Play music and students hang out.
6:20	Serve the Pizza (Wait for signal from the projectMPACT pastor)
6:45-6:55	Get the students into the service
6:55-7:15	Worship
7:15	Message
7:50	Invitation - Billy Graham style All counselors come forward with those making decisions. Counselors come when music begins to play.  Pastor instructs those responding. Pastor will help clarify decisions being made, plus give counselors an opportunity to get to counseling areas.
8:00-8:15	Counseling
8:15 pm	Give away grand prize if this option is being used.

### ***OTHER SUGGESTIONS:***

- Don't forget to include in your planning some paper goods and plenty of COLD drinks since pizza does cause thirst.
- You should have a minimum of five adults at the Pizza Blast per 100 kids (preferably more). Line up plenty of youth workers to stand near exits so that as the youth finish, they will not leave.
- Where to have the Pizza Pig Out.
  1. Church Gymnasium
  2. Fellowship Hall
  3. Parking Lot (weather permitting) or Anywhere that will accommodate all your youth and MORE.
- Please have a sound system set up playing music that appeals to young people. This will help draw more kids. A sound system is also needed for the projectMPACT pastor to use to direct students and give them instructions on what to do and when. The sound system is needed for them to hear, because it will be noisy.



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## STEAK NIGHT

**OBJECTIVE:** With a Children's Night to reach children, and a Youth Night to reach teenagers, we certainly do not want to miss the opportunity to reach lost adults.

We have seen incredible results in churches that have sponsored a "Steak Night". Again, this is a tool for your church membership to use in attracting their friends and families to come to church with them. It is not a family night supper. **It is an evangelistic event to assist in helping your church family invite lost adults to the event.** Somehow, when they know that someone cared enough about them to purchase a dinner ticket, they are more likely to come.

### Steak Night Coordinator Responsibilities-

The Steak Night Coordinator is responsible for the overall dining portion of the evening. The goal of this special emphasis is to create an atmosphere in the dining area where the special dinner guests will feel both comfortable and welcomed. Our hope is that in the weeks that follow, they will be mentioning to everyone they know just how very special they were treated when they came to dinner with a friend at the church. To create this wonderful evening, many hands will be needed. The following areas will need to be staffed:

**Decorating-** Every church has a group of women who are "gifted" in hospitality. These women should be recruited to serve on either your decorating team or as hostesses. Once the decorating team has been selected, they will need to meet and decide on the theme for the room. Our desire is that the room has the feel of coming to a nice restaurant for dinner. To create this atmosphere, we suggest the following:

*Tablecloths* on the tables- By adding tables clothes, it gives the room more of a restaurant-type setting.

*Centerpieces-* (These can be made well in advance if needed.) The Decorating Team should meet and decide what they would like to have as a centerpiece. Some suggestions are vases with fresh flowers, or a pretty candleholder with lit candle. Soft lighting always adds ambiance to the room. If you are unable to offer steak, then possibly offer an Italian meal and decorate the room like an Italian bistro. Be creative and it will be fun for everyone!

*Soft music* playing in the background- This small detail will add warmth to the room.

*Non-disposable flatware-* If you are serving steak, it is very difficult to cut meat with a plastic fork. Paper plates and cups will seem more formal when used with real silverware.

*Garbage Cans-* Prearrange how you will be disposing of the plates, etc. after the meal. If people will be throwing away their own paper goods, make sure you place garbage cans in strategic locations, but where they do not take away for the room décor.

**\*\*Since the projectMPACT participants may be fed in the dining area for lunch on the day of the steak dinner, the decorating team will want to schedule the decorating and setting the tables in the early afternoon after the projectMPACT participants have left for the afternoon.**



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**Hostesses-** Based on the size of the room, you will need to recruit hostesses (women) or hosts (men) who will circulate around the tables throughout the meal greeting people, helping them find a place to sit, and making sure they have everything they need (i.e. drinks, napkins, any special needs, etc.)

**Food Preparation-** You can have a wonderfully decorated room, but the main thing the guests have come for is a wonderful meal. You will need to recruit a food team who will be responsible for preparation of the food. For a steak dinner, we suggest you serve the following: steak, baked potato with the fixings, salad, rolls, dessert, and beverage. This is a very simple meal to prepare, and all the items, except for the steak, can be prepared ahead of time.

If you are grilling steaks, recruit someone who can come early enough to start the charcoal and oversee the entire cooking of the steaks. If you have chosen a meal other than steak, please keep in mind that preparation time needs to be taken into consideration.

**Note:** In larger towns, we have seen Outback and Carrabba's offer catering to churches at a very reasonable cost. If you don't have the facilities to cook, this may be an alternative. They come right to the church and prepare the meal onsite. All you would need to do is set up, decorate, and clean up.

**Clean-up-** The Steak Night Coordinator will also need to recruit a cleanup crew. We want the church members and their guests to be able to finish their dinner and then escort their guests into the church service without having to stop to clean up. Again, this event is evangelistic, and we do not want to break the mood of the evening. Enough people should be recruited to allow clean up and still make it to most of the service.

## Other Thoughts...

**Greeting and dismissal-** It is important that there is sound in the room so that the pastor or his designee can greet the guests and offer a blessing for the meal. The pastor or his designee will also need to come up toward the end of the meal and give instructions on escorting guests to the church worship center.

**Pre-service Worship Music-** Since people may finish eating a bit early and want to go over to the worship center to wait for the service to begin, the Steak Night Coordinator will need to speak with the music minister to arrange for pre-service music during the transition time between the meal and the service. This can either be house music, or a small "mini concert", performed by guest artist, while everyone is waiting.



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## Sample Schedule for the evening-

### Early afternoon-

- Prepare salads, wash and prepare potatoes for baking, make beverages, cut desserts.
- Person cooking steaks needs to season the steaks and prepare grill, making sure there is enough charcoal.
- Determine baking time for potatoes and arrange for them to be baked.
- Check to make sure there is enough ice for the evening.
- Decorating Team- Decorate room and set tables.

### One-Hour Out-

- Hosts and Hostesses arrive, set out salads and condiments.

### Half Hour Out-

- Put ice in glasses.
- Begin soft music in the background.
- PRAY- Assemble all hosts and hostesses for a time of prayer for the evening.
- Light any candles that may be on the tables.
- Get in place to greet any early arrivers.

**Welcome and blessing of the food-** Have pastor or his designee greet guests and offer a blessing. He may want to take this time to explain how they will be dismissed to the crusade service when done.

**15 Minutes Prior to Worship Service-** Pastor or his designee again gives direction for dismissal to service. Music should begin in church worship center. The clean-up team can also begin picking up but must be sensitive to those eating so they do not feel rushed.

## Promotion of Steak Night

- It is very important that the church family catch a "vision" for using the Steak Night as a tool for getting their lost friends and family members to the crusade. Although the publicity team will be promoting the event through publicity for the entire week, the Steak Night Coordinator should work to ensure that all avenues are used in promoting the sale of the tickets. Tickets should be ready and go on sale no later than 3 weeks out from the event.
- Based on the size of the dining area, you will need to determine how many tickets are going to be made available for sale.
- There should be a ticket sales team in charge of keeping track of how many tickets have been sold and the distribution of the tickets to be sold.
- We suggest that this team decorate a table that can be placed in a spot in the church a month out, all the way up to the cut-off date. The decorations can be fun or evangelistic minded. This table needs to be in a high traffic area where people will know where to come to buy their tickets.
- You also may want to promote the sale of the tickets through the adult Sunday School classes. Possibly send a member of the committee to each class to promote it one Sunday, and then sell the tickets the following weeks.



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- Tickets should be on sale at the ticket table after all services, Sunday mornings, Sunday evenings, and Wednesday evenings; whenever the overall church meets.
- All the church staff, deacon body and leadership team members should be encouraged to participate and step out as leaders in this evangelistic event.

## **Design of Ticket-**

- We would suggest that you have a graphic design artist design these pizza tickets for you. The main reason for this is because you want these tickets to look very sharp and well designed, so it makes a very strong impression for the person receiving the ticket to want to attend the "Steak Night". Remember this is an evangelistic event and we want to do whatever we can to get people in the doors.
- If you are designing your ticket, each ticket should have the following information:
  - ▶ Value- Do not print the cost of the ticket, but print the value of the meal, if it were bought at a local restaurant with similar food items.
  - ▶ Make sure you print the church name, address, and telephone number.
  - ▶ Time- Make sure the time includes start time and ending (include the worship service time). Example: 6:00 pm- 8:30 p.m.
  - ▶ Guest speaker- (Name, short bio, website, social media info, etc.)
  - ▶ Design- Since it will reflect the evening to both the church member and the guest, the ticket should be sharp and well designed.





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## **FOLLOW UP TEAM LEADER**

### **Follow Up Team**

Dr. Fish, professor of evangelism at Southwestern Baptist Theological Seminary, says that if you do not follow-up on a decision within twenty-four to forty-eight hours, you will lose them. Dr. Fish relates a newborn Christian to a newborn baby. You would not leave a newborn baby in the cold without any food, clothing, or shelter. The same is true with a newborn Christian. They need to be followed-up on immediately or they may feel forgotten.

The salvation decisions from ministering in the community, as well as the evening worship services, must be followed up on. This team needs to work very closely with the pastoral staff to help implementation of follow-up from the many lives that will be impacted by the gospel through projectMPACT.

### **Follow-up Team Leader Responsibilities:**

1. Recruit 5-10 adults (based on the size of the event) to assist with the follow-up during the week of projectMPACT for phone follow-up or home visits. The home visit teams should be made up of people who have been trained to share their faith. However, the people doing the phone follow-up only need to have a love for the Lord and for people. More people will be needed for follow-up following projectMPACT according to the number of people that will need follow-up.
2. Follow-up Team Leader should be on site at 4:00 pm to pick up results of salvations or other pertinent decisions made during that afternoon's ministry. The Team Leader is to make copies and leave the originals with a projectMPACT staff member.
3. Suggestions: He or she shall have pre-assigned men and women to go out that afternoon to visit those who made salvation decisions at their door. Some could start at 4:30 or wait and go about 6:00pm. The positive side about going out immediately is that you can ask them back for that evening's worship service and they will often get baptized that night or bring their family with them. Some will even have family members make decisions as a result of the visit. The important thing to remember is that teams going out to follow up on the salvation decisions, if detained late, are not "skipping" the worship service, but are a part of the "projectMPACT" team, furthering the results of the event. If they cannot go out the same afternoon, then perhaps the follow-up team can go out the next morning and visit with those who made decisions.
  - Rides needed to worship services- Host church should enlist adults- one male and female team per night- to be ready to go pick up people discovered during each day's ministry that need rides to the service. The adult's team would need to be at the church by 4:30pm in order to pick up the names, addresses and phone numbers of anyone that may need a ride, or have them available each day for the Follow-Up Team Leader to call if needed.



## Host Church Youth Pastor Responsibilities

### Commitment for the Week

Although your students and leaders live in town, they are still required to observe the same rules and guidelines as projectMPACT participants that are in from out of town, such as: arrival times, departure, dress, etc. Host church students and leaders must commit to participate Sunday evening through Wednesday. Please convey this policy to your students and leaders. If you have students that work, please urge them to ask off the days of projectMPACT.

### Participating Host Church Students & Leaders

All host Church students and leaders are expected to follow the same registration procedure as out of town participants, which is registering online at [www.projectmpact.com](http://www.projectmpact.com), pay a \$50 registration fee, and pay \$100 final payment, due two weeks prior to event. This is to ensure that projectMPACT can cover all operating cost, which will provide the best quality experience for all projectMPACT participants, the host church, and all guest that attend services throughout the week. We also want to encourage you to look at this as an investment made in sharing the gospel, serving the community, growing the church and the kingdom of God!

### Adult Leaders

The youth pastor of the host church is responsible for recruiting adult leaders, the same as incoming churches. We ask incoming churches to bring one adult per 6 students. We ask the youth pastor to recruit one adult leader per every 6 students as well. Many times, we will have more adults coming in with incoming churches than we need for the number of incoming students. In this case, projectMPACT will notify the host youth pastor, and they can adjust the number of adults they will need to recruit.

Adult leaders are required oversee their assigned group of students for the entire duration of projectMPACT, which means **they must commit to all three days!** The students on the adult's team will form a bond with them, and it is so important that the same adult be with them for the entire three days!

Every morning we have a mandatory adult meeting, that every adult leader must attend.



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There will be at least one day, sometimes multiple days where your adult leaders and their team will be going door-to-door, throughout designated communities, to share the gospel and invite people to the evening worship services. When your adult leaders are out on the street with their student team, they assume the task of being an “Adult Walker”. We have created an Adult Walker Responsibility sheet, so that their role in this compacity is clearing defined, ***see next page.***

**Please give a copy of the Adult Walker Responsibility Sheet to each adult at least two weeks prior to projectMPACT. Since they have been asked to walk with the students, they need to know what will be required of them. They can begin immediately to pray for the group of students that God is going to place with them.**  
***Note: The adults do not go to the door. They only walk with them on the streets.***



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## **ADULT WALKER RESPONSIBILITIES**

(Please wear comfortable walking shoes. The dress code for the adults is the same as for students.)

1. Attend adult meeting each day (Mon.-Wed.) at approximately 9:30am.
2. Pick up book bags and materials from War Room (for entire team A and B). Please pick them up before the students line up to go out for the day.
3. If lunch set up allows, eat lunch with your team.
4. Sit with your team after lunch and make sure that all your team members are there before you are dismissed. If you are missing someone, please let the projectMPACT staff know before they start releasing to the vehicles.
5. Make sure all your team have wristbands on and that they are on the correct vehicle when they load.
6. Walk with students so that you can always see them. Constantly watch students for any unusual occurrences.
7. Highlight maps as you walk the neighborhoods. Make a mark on your map at the houses that someone prays to receive Christ.
8. Act as encourager, prayer partner, and "cheer leader" for your team throughout the afternoon. Pay special attention for that student that may be struggling and needs special encouragement.
9. Watch for overheating and dehydration.
10. Collect all completed decision cards from your team at end of the afternoon.
11. Turn in all book bags, decision cards, etc. to designated areas in the War Room, after returning to the church each day.

**\*\*\*\* Pray continually for your team as they are ministering! \*\*\*\***



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## PERSONAL COMMITMENT CARD

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Check Appropriate Commitment:

- ☐ Salvation
- ☐ Rededication
- ☐ Needs Follow Up
- ☐ Other

Church Preference: \_\_\_\_\_

Rate 1-10 Very weak 1 2 3 4 5 6 7 8 9 10 Very Strong

Comments: \_\_\_\_\_

\_\_\_\_\_

Adult Leader's Name: \_\_\_\_\_

## PERSONAL COMMITMENT CARD

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Check Appropriate Commitment:

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Rate 1-10 Very weak 1 2 3 4 5 6 7 8 9 10 Very Strong

Comments: \_\_\_\_\_

\_\_\_\_\_

Adult Leader's Name: \_\_\_\_\_



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{NAME OF EVENT HERE}  
(DATES OF EVENT HERE)

{NAME OF EVENT HERE}  
(DATES OF EVENT HERE)

## projectMPACT VOLUNTEER FORM

With the incredible opportunity that projectMPACT will bring in reaching our community for Christ, much help will be needed from our church family. Please complete and place in the offering plate, our designated box located in the foyer, or return to the church office.

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Email Address: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

- ☐ **HOST HOME:** Includes housing students & leader, feeding them breakfast and dinner, and transporting them to and from the church in the mornings, afternoons, and to evening worship services and back home each night. {Insert dates of event here.}
- ☐ **HOSTESS FOR INCOMING YOUTH GROUP:** includes acting as hostess and liaison between church and one of the incoming youth groups and assisting Host Home Team Leader in enlisting homes.
- ☐ **MAPPING TEAM:** includes copying maps, highlighting areas to be reached, and stuffing ministry envelopes.
- ☐ **WAR ROOM TEAM:** Helping collect ministry material and stuffing back packs each afternoon of projectMPACT (Mon. – Wed.)
- ☐ **DOOR HANGER TEAM:** Helping stuff door hanger bags with gospel tracts and church marketing materials.
- ☐ **HOSPITALITY:** Help serve lunch and/or dinner Mon. – Wed., and/or provide cookies/brownies and/or fruit for snacks.
- ☐ **TRANSPORTATION:** I can be available to drive a car, van, 15 passenger van, or bus. Mon.-Wed. of projectMPACT (must be available 11:00am – 4:30pm)
- ☐ **VEHICLE:** I have a vehicle which will legally hold at least 8 people (including driver) that I can either loan or drive the of projectMPACT, Mon. – Wed. (vehicle must be available 11:00am – 4:30pm)
- ☐ **WATER TEAM:** Helping collect and load water each morning on vehicles week of projectMPACT, Mon.-Wed. mornings. Also includes helping put together first aid packets for ministry teams.
- ☐ **FOLLOW UP TEAM:** Help with follow-up during the week of projectMPACT by phone or visitation.
- ☐ **I'm not sure what I can do, but please contact me to help!**

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