

ERM CHURCH PLANNING PACKET

DATES: _____

ARRIVAL TIME: _____

ARRIVAL INFORMATION:

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DEAR PASTOR & PLANNING COMMITTEE:

We are thankful and excited for the opportunity to share with you in ministry for spiritual renewal and vitality. Your efforts and concern in preparation for the meetings are greatly appreciated and needed. Therefore, please take time to review this entire packet for helpful information.

As you will notice, we have prepared the packet in sections such as lodging, food, finances, etc. so that you can easily identify various aspects of planning for the arrival of the Encounter ministry team.

We are well aware of the fact that spiritual work is of the Lord and cannot be arranged or set up by man. It is our desire that you care for the necessary details so that the ministry would be conducted "decently and in order."

It is imperative that MUCH PRAYER be made on behalf of these meetings. God alone is the One who changes hearts and lives. Along with the information in this packet, we have included items to assist in praying effectively.

Also, we have prepared materials to assist in enhancing the interest and attendance. These items are of great importance as schedules are full today, and it is vital to communicate with the people.

Thank you so much for carefully reading and following the matters listed in this packet. If you have any questions or needs in relation to the meetings, please contact our office.

May God give you wisdom and direction as you plan and prepare for this time of special spiritual emphasis.

Praying for spiritual renewal:



Ardy Parlin
Founder / Director

GENERAL INFORMATION

- The Encounter team will arrive on Saturday between 3:00 and 4:00 unless you are otherwise notified.
- The team will need at least 1 hour to unload and set up equipment before leaving for their host homes.
- The team members will need an evening meal upon arrival either at the church or with their host families.

FINANCIAL INFORMATION

TRAVEL FEE: Each ministry location is required to care for the travel expenses of the team. It is requested that this be mailed to our office one month prior to the arrival of the team. It is very difficult if this amount is not cared for **PRIOR** to our leaving for new destinations. The Travel Fee for this year is: **\$1,200.00**.

LOVE GIFT: Encounter is a faith ministry and believes that God will supply all of our needs. One of the avenues for His provision is through the giving of those who are ministered to in the meetings. Therefore, we request that an offering be taken at **EACH** meeting. The offerings are to be counted and recorded by the church's financial officers, and at the end of the week, a check for the **TOTAL** amount should be made out to Encounter.



OUR GOALS

- To share the truths of spiritual awakening, renewal and vitality through the clear and practical teaching of the Word of God and through music that glorifies God, touches the heart and motivates the listener to respond in obedience to God.
- To encourage believers to honestly examine their lives and obediently deal with any sin that God exposes for cleansing and victory.
- To strengthen the home and family.
- To bring believers together in the unity of the local church for greater impact on the community.
- To assist believers in establishing spiritual disciplines necessary for spiritual growth and usefulness.
- To share the Good News of Christ with those who do not know Him.

FACILITIES NEEDED

AUDITORIUM: We will need a platform with stage space of 20' X 20' for the team. In addition, we will need platform space for a large screen with enough space between the audience and the platform to position a video projector and the speaker.

TEEN CLUB ROOM: This room should comfortably seat the number of teens you anticipate each night plus 5 of our team members. Also, space is needed for a screen and video projector.

CHILDREN'S CLUB ROOM: A room that will accommodate chairs for the number of children you anticipate is needed. This room should NOT be located next to the teen room or to the auditorium.

DRESSING ROOMS: It will be necessary for the team to change during the day. Therefore, a room designated for Ladies and Men is needed. This room will be used for changing and storage of clothing.

MINISTRY SCHEDULE

It is very important that we begin the week by having a combined Sunday school session with all adults and teens.

SCHEDULE:

Sunday school: combined

Sunday morning

Sunday evening

Monday - Friday 7:00-8:30

DAILY TEAM SCHEDULE

The team members are expected to report to the church between 8:00-8:30 each morning unless special arrangements have been scheduled.

During the day the team is involved in Christian leadership training classes, team devotions, music and drama rehearsals and special projects balanced with some personal time to rest, write letters, etc.

The team members are required to attend each class and scheduled event just as if they were in college.

If the church desires for the team to be involved in some outside ministries such as nursing home, schools or other opportunities, these matters should be discussed with the team leadership prior to arrival. Sometimes it is not possible or practical to move the entire team to another location or this cannot be accomplished in the time restrictions.

LODGING & MEAL INFORMATION

TEAM HOUSING

- Please have a list of host families with name, address, phone number and whether they desire ladies or men.
- Team members are placed in homes by the ENCOUNTER LEADERSHIP STAFF upon arrival. Please DO NOT assign housing BEFORE the team arrives.
- Please check out the Host Home situation before making final arrangements.
- This year's team consists of **13 females and 10 males** who will be in need of housing.

TEAM HOUSING CONSIDERATIONS

- The families should be involved in the ministry where the team is involved so that the family schedule coincides with the team schedule. If the people attend another church, it is very difficult for them to work with the team schedule.
- Other matters of importance are the habits and home life of the people. Sometimes our team members are placed in homes where smoking takes place, and this is difficult since the team members do not participate in this activity, and their clothes take on the smell.
- Please be careful not to place team members in family situations where there are obvious difficulties such as pending divorce, disruption, etc. The team members are not professional counselors and are not able to offer much help in these problem situations.
- In special situations, our young ladies may be placed in homes with “single” mothers as long as there are NO boys in the family or visiting boyfriends.
- Team members are under specific policies and procedures which determine places and activities they may attend. Host families should NOT expect team members to participate in activities that are prohibited by the ministry policies.
- Team members are instructed NOT to sleep in the same bed with another team member. Please provide one bed, couch, cot or mattress for each person that is housed. We also ask that team members would not share a room with a family member in the host home.
- Team members will need to do laundry during the week.
- Team members will need transportation to and from the church.
- Team members have curfew and other rules.
- Host families are asked to provide breakfast and night snacks for the team.

SPECIAL HOUSING

LEADERSHIP STAFF:

ARDY & JEAN PARLIN: have a 5th wheel and will need to park at the church with water and electric hookups. **This unit needs a 110/30 AMP hook-up.**

TEAM MEALS

SUNDAY LUNCH: The team should eat the noon meal with their host family, unless there is an all-church, carry-in dinner. Afternoon activities are decided by host families, and the evening meal can be after church in the host homes.

BREAKFAST: The team should eat breakfast at the host home.

LUNCH: The church provides cold cuts, drinks, chips, and dessert in the kitchen. The team will care for preparing and clean up.

DINNER: We request that the evening meal be a hot, carry-in dinner to be served at 5:00 (except Sunday). Due to time and transportation complications, it is necessary for the team to eat at the church each night.

Special matters regarding food: The team enjoys fruit and snacks to be available during the day. Many of the team members drink only water. Caution regarding desserts and sweets would be appreciated.

Upon departure: host families are asked to provide a sack lunch for the team members they housed.



HOW TO ENHANCE INTEREST & ATTENDANCE

1. **INFORM THE PEOPLE WELL IN ADVANCE:** In our society today, people are very busy with details of work, family, recreation and other commitments. One of the most important aspects of encouraging folks to attend the meetings is to make sure that they are notified well in advance.

CAUTION!! It is not adequate to just place the dates and information in the church bulletin. This is great for a starter, but it takes much more than this to get the information into the lives and on the calendars of the church family. Some other means of communication that are effective are:

- a. A special letter from the pastor to the entire church family sharing the upcoming meeting, encouraging them to attend and listing some specific reasons why the meetings would be helpful.
- b. Placing posters around the church in numerous places.
- c. Preaching and teaching concerning revival and spiritual renewal prior to the meetings.
- d. Distribution of special brochures and flyers on the subject of revival and spiritual renewal.
- e. Encouraging Sunday school teachers to mention the meetings and to encourage their classes to attend.

2. **INVOLVE CHURCH LEADERS:** At least 4 weeks prior to the meetings, meet with all of the church leaders and share with them some of the benefits and reasons why these meetings will be beneficial to them and the church body as a whole.

It is good to have a plan, whereby these leaders could contact the entire church family and encourage them to attend the meetings.

3. **ANNOUNCEMENTS ON THE LOCAL RADIO STATION:** We can provide you with a news release that can be passed along to your local radio stations. **NOTE:** Most stations require that the material be into their office at least 2 weeks prior to the meetings.

4. **BULLETIN INSERTS:** Can be purchased from ERM and placed in the hands of everyone attending the services. This also should be done 4 weeks in advance.

5. **NEWSPAPERS:** News releases and team pictures are available upon request.

PROMOTION REMINDER: It is the goal and heartbeat of Encounter Revival Ministries to minister to the local body of believers in such a way that the truths of Scripture are understood and applied to their lives for freedom and victory. When this takes place, the believer becomes a powerful tool in the hand of God to touch the lives of unbelievers.

Therefore, it is our goal to encourage, help, direct and guide believers to become more usable vessels of God in reaching the lost. This should be remembered when promoting the meetings as the music, drama and teaching focuses on the needs of believers.

HOW TO PRAY:

- Pray for hearts to be tender and sensitive to the conviction of God.
- Pray that the voices of opposition and scorning will be silenced and not cause distraction from the truth.
- Pray for specific sins to be realized, admitted, confessed and forsaken.
- Pray that many will have courage to obey and follow the Lord.
- Pray for the awesome awareness of God to prevail.
- Pray that obedience to the Word of God will be foremost.
- Pray for special needs of people.
- Pray that God will work in the hearts of the leaders.
- Pray for wisdom, discernment, courage and love of God to control the speakers.
- Pray for freedom of schedule.
- Pray for big things, for we have a big God.

