

# Teen Encounter Check List

- \_\_\_\_\_ Give Registration forms to all students and encourage them to attend, let them know that this is your gift to them, at least two weeks before and no more than four weeks..
- \_\_\_\_\_ Tell the students not to come prepared to play any games.
- \_\_\_\_\_ Write a letter to the Parents of every potential student, have them keep the letter completely confidential, do not put the churches home address on the outside of the letter, or students will open the letter. Address each letter to Mr. and Mrs. not To the parents of: This letter is enclosed
- \_\_\_\_\_ Line up people to prepare meals and do clean up
- \_\_\_\_\_ In your letter to the parents tell them about the weekend, the letter writing, the unity building, speaking on feelings, masks, how to fight, forgiveness service, communion. **Ask them to make or buy a candle as a reminder of their student, ask them to pray every time during the weekend they see the lit candle. Have them keep the candle lit during waking hours at home during weekend. Ask the parents to write a letter of encouragement and love to their student, encourage them to be as open and loving as possible.** Ask the parents to come to church at 7:30 on Saturday night, their students will tell them 8:00 but it is imperative that all parents attend and are there at 7:30. Have them bring a gift of love for their student and the candle, have them bring the letter to their student when they drop off their student on Friday night, or before, but DO NOT loose the letter. The students are NOT to know that their parents are there at 7:30, the parents should go to the sanctuary upon arrival.
- \_\_\_\_\_ Make up report folders for each student with: List of attending students inside, **Lined notebook paper in the folder not tear out paper (20 sheets)**, with a pen. **DO NOT PLACE WORKSHEETS IN THE FOLDERS**
- \_\_\_\_\_ **NO NEW PEOPLE**
- \_\_\_\_\_ Have a separate location for me to stay a quiet place, on the grounds, or in a persons home, a motel is NOT necessary. It will be imperative for the students to get some sleep on Friday night so keep that in mind. They are NOT to go home.
- \_\_\_\_\_ Have your pastor prepared to meet with the parents, if at all possible, in the sanctuary at 7:30 on Saturday night, he will have a great time meeting new people.
- \_\_\_\_\_ Have students bring snack foods, and consider having them fill the menu items by bringing them.
- \_\_\_\_\_ **NO ONE LEAVES** starting Friday night 7:00 to Saturday night 8:00, if they cannot stay for the entire weekend, it would be better for them to NOT attend at all.
- \_\_\_\_\_ Prepare the parents that their is a possibility that Saturday evening service could go late. However, our goal is to not go longer than 8:00 p.m.
- \_\_\_\_\_ Have a registration deadline.
- \_\_\_\_\_ Please have special prayer times set aside for the weekend
- \_\_\_\_\_ **Do not share with the students about the weekend at all except the name and its your gift to them.**
- \_\_\_\_\_ Have worship services prepared for each session, have musicians present guitarist or keyboard, I do not play at all. The worship sessions are Friday night at 7:00 a full worship set. Saturday morning two to three fast songs to wake them up. Saturday night in the candle room, have two very slow worship songs, preferably unplugged. (ie. Breath, In the Secret, Hungry)
- \_\_\_\_\_ Have a candle ready for each student for Saturday evening forgiveness service, with the students, have foil along the bottom to keep from dripping on the floor, also put down black plastic, tape to floor, see the enclosed diagram for layout of this room.
- \_\_\_\_\_ Have matches available to light the candles
- \_\_\_\_\_ Saturday evenings service will be done completely by candle light, have two candles on the Presenting table, along with a mid-size cross on the table, if you don't have one make one before the weekend. This room should be separate from the room we have been using. Have a CD player with worship music on and playing in this room for Saturday night. (CD must be mellow worship, I will have one available)
- \_\_\_\_\_ Have a presenting table in the room we will be using
- \_\_\_\_\_ Have communion ready, little cups of juice and a loaf of French bread, or the like, for the forgiveness service, should be on presenting table.
- \_\_\_\_\_ If we have a large group try to have a microphone available for my use, throughout the weekend

\_\_\_\_\_ Make up a list of all attendees and put that in the folder.

\_\_\_\_\_ Please provide two bags of chocolate (Ie. Snickers, Reeces Peanut butter cups, etc. For Prizes.)

\_\_\_\_\_ Have copies of the following sheets available, one per student, have them ready on the first night.

**Do NOT place them in the notebooks.**

\_\_\_\_\_ Guidelines for writing.

\_\_\_\_\_ Feeling word list

\_\_\_\_\_ Symptoms of Disillusionment

\_\_\_\_\_ Self-Description

\_\_\_\_\_ Rules for Fighting

\_\_\_\_\_ Final Writing Assignment (*fold in half and staple an envelope to this sheet.*)

\_\_\_\_\_ You and your Youth Leaders should be prepared to participate in all aspects of the week end, once the weekend begins we are on even soil

\_\_\_\_\_ The most important thing for you to do is PRAY, PRAY, PRAY, enlist people to pray, this has the potential to change your life and your students life for the rest of their lives.

\_\_\_\_\_ A question on my honorarium is always raised, to make it less embarrassing on you and me, I do not demand any set fee, however, this is my living. My goal is to see about \$400 come in, plus travel expenses. (Ie. See Finances and Needs attachment)

\_\_\_\_\_ Youth Pastor must be prepared during the second session to share his/her mask(s), I ask that you spend a little time before teen encounter in preperation for this time. Please write down what you want to say and do not stray from the subject. (*see enclosure*)

1. Give your mask a name ie. the Lone Ranger, Superman, Wonder Women, etc.
2. Describe the mask
3. Give your own understanding of why you wear the mask.
4. Give positive and negative attributes of the mask.

PLEASE stay to the subject do not get off the subject and only talk about what you have written down. In other words only read what you have written, don't babble. Take up to 10 minutes but as short as 2 minutes. This is a time for me to recover from the embarrassment of sharing mine.

Activity Needs:

\_\_\_\_\_ Per every three students:

1-egg

25-plastic straws

6 feet-masking tape

\_\_\_\_\_ Please try and book me into your church for Sunday morning, I would love to do your Teen Sunday School Class, I would love to do a Missions service on Sunday Morning or Sunday Night, or a missions window, preferably the whole service.. If you can, please help me try and fill the other service on that Sunday somewhere in your area.

I (when not flying to a location), in most cases I will have a Masters Commission student with me to do the running and last minute tasks.