

# Teen Encounter Check List

## 2-4 weeks out

- \_\_\_\_\_ 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, Please do not allow the youth staff to do this, as meal preparation will take them away from the encounter and we need the youth staff there.
- \_\_\_\_\_ Please have special prayer times set aside for the weekend
- \_\_\_\_\_ 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, **MUST** be unplugged, I prefer to have someone lead this that is NOT participating in the weekend. (ie. Breath, In the Secret, Hungry)
- \_\_\_\_\_ **Do not share with the students about the weekend at all except the name and its your gift to them.**
- \_\_\_\_\_ Make up report folders for each student, they should be report folders with the fold down clasps to hold in the paper and should have pockets on the front and back pages, please do not get dark colored folders.  
Inside the folder:
  - \_\_\_\_\_ List of attending students names.
  - \_\_\_\_\_ **Lined notebook paper (20 sheets),**
  - \_\_\_\_\_ A pen.
  - \_\_\_\_\_ **DO NOT PLACE WORKSHEETS IN THE FOLDERS**
- \_\_\_\_\_ Have copies of the following sheets available, one per student, have them ready on the first night. **Do NOT place them in the notebooks.** Hand them to the presenter when they come in. Have them separated in Keep the worksheets in separate piles **Do NOT COLATE.**
  - \_\_\_\_\_ 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.*)
- \_\_\_\_\_ 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.

## Housing and financial needs

- \_\_\_\_\_ Have a separate location for me to stay, a quiet place, preferably not at the church, a persons home if fine, in fact at most locations I stay at the YP home while the YP/YL and his wife are staying at the church, 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.
- \_\_\_\_\_ 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 honorarium, plus travel expenses. (Ie. See *Finances and Needs* attachment)

## Saturday night Candle Service

- \_\_\_\_\_ Have a candle ready for each student for Saturday evenings forgiveness service, with the students. Please do not get really small candles they could be lit for an hour or more, preferably dripless. *Dollar Tree has a box of 8 emergency candles for \$1.*
  - \_\_\_\_\_ have foil along the bottom to keep from dripping on the floor
  - \_\_\_\_\_ have extra candles available under the presenters table with foil on them
- \_\_\_\_\_ put down black plastic or tarps, tape to floor, (*see the enclosed diagram for layout of this room.*)
- \_\_\_\_\_ **MUST** have a CROSS for the Table, something that can set on the table, Make one out of scrap wood if necessary, **VERY IMPORTANT.**

- \_\_\_\_\_ 2 Larger Candles on the presenters table
- \_\_\_\_\_ Music Stand for the Presenter
- \_\_\_\_\_ Flashlight or Music stand light for Presenter to see their notes
- \_\_\_\_\_ Have matches or lighter available to light the candles
- \_\_\_\_\_ Saturday evenings service will be done completely by candle light, have two candles on the Presenting table.
- \_\_\_\_\_ 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.
- \_\_\_\_\_ This Room must be completely dark if the windows need to be covered to make it dark please do so BEFORE the weekend begins.
- \_\_\_\_\_ Have a White sheet or a freestanding screen along the front wall for video projection purposes

### **Students Must bring**

- \_\_\_\_\_ Have students bring snack foods, and consider having them fill the menu items by bringing them.
- \_\_\_\_\_ Sleeping bag, pillow, clothes, toothpaste, toothbrush, everything for an overnight stay.
- \_\_\_\_\_ A participatory attitude.

### **Miscellaneous**

- \_\_\_\_\_ **NO ONE LEAVES** starting Friday night 7:00 to Saturday night 8:30, if they cannot stay for the entire weekend, it would be better for them to NOT attend at all.
- \_\_\_\_\_ If we have a large group try to have a microphone available for my use, throughout the weekend
- \_\_\_\_\_ Please provide two bags of chocolate (Ie. Snickers, Reece's Peanut butter cups, etc. For Prizes.)
- \_\_\_\_\_ You and your Youth Leaders should be prepared to participate in all aspects of the weekend, once the weekend begins we are on even soil
- \_\_\_\_\_ 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 preparation 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: (*I.e. 21 total people, we need 7 sets of the materials listed below*)
  - 1-egg
  - 25-plastic straws (*have them separated and taped together with a short piece of masking tape*)
  - 6 feet-masking tape
- \_\_\_\_\_ For this activity I must have a place outside where we can drop these eggs incrementally from eight feet to as high as necessary to eventually get the eggs to break, the ground must be flat and made of cement or black top. (*I.e. a Tall free standing ladder, an open window, the roof*)
- \_\_\_\_\_ I will need two power strips. One for the main room and one for the Candle room
- \_\_\_\_\_ Two extension chords. One for the main room and one for the Candle room