



CHURCH PLANNING PACKET

DEAR PASTOR & PLANNING COMMITTEE:

Thank you for inviting the Encounter ministry team to become involved with your church family for spiritual renewal and refreshment. We are excited about this opportunity and pray that God will work in mighty ways to revive His people and bring spiritual vitality to the church.

Please read through the enclosed materials for details concerning the housing, meals, and basic schedule for the team. If you have any questions, contact our office at your convenience so we can assist in whatever way is needed.

We have posters, brochures, and bulletin inserts available at a moderate fee to share the information with others. It is our desire to minister to your church family for revival and renewal, so please use the promotional materials to inform your church so they can be involved in this special spiritual emphasis.

The Encounter Ministry team consists of college-age young people along with adult leadership. These young people are committed to ministry through music, drama, children, and teen ministries, and any other related ministries of the church. In our normal daily schedule, the team members are involved in a discipleship program. This program typically meets every morning during the week. The afternoon hours are designated for rehearsal and personal study time for the team.

You will find a suggested format in the planning packet. However, we are open to your suggestions for ministry to your church family. Please be ready to discuss format of the week with ERM leadership prior to arrival. We are praying that believers will be strengthened, refreshed, and revived during this time.

Thank you again for allowing us to share in your church ministries.

Trusting in God to do great things,



Ardy Parlin
Founder / Director



Mark Hopkins
Road Ministry Director/Evangelist

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 90 minutes 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: **\$1,500.00**.

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 preaching/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 equip believers to live the victorious Christian life as a moment-by-moment lifestyle.
- To strengthen the home and family.
- To bring believers together in the unity of the local church for greater impact on the community.
- To help believers make, send, and multiply disciples locally and globally.
- 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.
- To expose the church to the national and global ministries of ERM at the pastor's discretion.

FACILITIES/EQUIPMENT NEEDED

AUDITORIUM: We prefer 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 if you do not already have one in that designated area.

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.

PHOTOCOPIER: Our team secretary will need access to your photocopier throughout the week so that we can give teaching/sermon handouts to your congregation. If you do not have a photocopier that we can use, please let us know prior to coming so we can make different arrangements.

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, 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 their preference to host 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. We will hold a 15 minute host home meeting when host families arrive at the church to pick up their team members.
- Please check out the Host Home situation before making final arrangements.
- This year's team consists of **8 females and 9 males** who will be in need of housing. The total number of ERM team members and staff family members coming is 23. The 17 team members above will need to stay in host homes. 3 members of the Hopkins family will stay in their 5th wheel and 3 members of the Farrell family will stay in private housing (see details below). If the church is short on host homes that desire to keep team girls, then the team director's daughter who is on the team can stay in the Hopkins 5th wheel, thus making the need of only 7 females that need 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 odor.
- 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.
- Team members should never be put in a situation where they are left at home alone with someone of the opposite sex.
- 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.

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: Great lunch options for the team would be lighter options that are healthy (salad, vegetables, fruits, lean proteins, cold cuts, etc.) The team will care for preparing and clean up. Or, if church desires, a noon meal may be served by the church.

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.

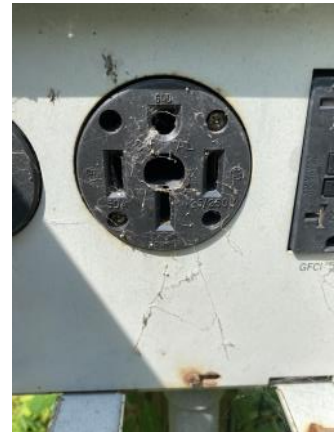
Special matters regarding food: The team enjoys fruit and snacks to be available during the day. Many of the team members drink only water. Caution regarding desserts and sweets would be appreciated. The team travels continually and their immune systems are weakened. Any foods that would help them remain healthy and strong, are preferred.

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

LEADERSHIP HOUSING

- Bailey and Alyssa Farrell assist Mark with the leadership of the team and oversee the teen ministry in the local churches. Private housing will need to be provided for both them and their 1 year old son (Reid). This need is best met in: a host home that has in-law quarters, an Airbnb, or someone in the church that has private housing. If this cannot be arranged, please let us know and we will get a hotel or housing for them in your area.

- Mark and Valerie Hopkins have a 42 foot 5th wheel and will need to park at the church with water and electric hookups. **This unit needs a 220/50 AMP hook-up (see photos below)**



- Below are the other vehicles that we will need to park in your church parking lot for the week (equipment trailer, team bus, 2 trucks).



*Special Consideration for 5th Wheel: The 5th wheel needs a level and easily accessible place to be set up (flat pavement or hard ground is preferable). Enough space to back in or pull the 5th wheel into the area it will be parked is needed. Things to watch out for or notify us of:

1. Low hanging power lines coming into your church or on the route into your church.
2. If you have us parking the 5th wheel on grass, we cannot park on wet ground (the truck and unit get stuck when setting up).
3. The 5th wheel unit needs to be within 75 feet of the 50 amp electric outlet and water source if possible.

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 the 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 the love of God to control the speakers.
- Pray for freedom of schedule.
- Pray for big things, for we have a big God.