

Hosting a 12 week group

Suggestions for a successful group:

6 to 9 months out:

- Obtain approval from pastor, church leadership or governing committee
- Establish and approve a budget
- Choose a starting date for the ministry
- Fill out order form, form website and purchase curriculum kit
- Read through entire curriculum and start recruiting volunteers
- Commit to pray for God to start working in the hearts of those to attend.

3 to 6 months out:

- Start advertising and seeking out volunteers
- Start working with youth leaders in your community to gain their support
- Put dates on church calendar and finalize rooms needed
- Establish costs, if any, for attending

8 to 12 weeks out:

- Hold informational meeting for potential volunteers
- Create a promo spot on your websites homepage with on-line registration – if possible. If on-line registration is not possible, include a PDF registration form which can be printed and mailed in with the payment
- Set dates for on-site registrations It is recommended that all registrations be paid in advance. This guarantees a reliable list of attendees, and aids you in planning for the conference.
- Assign a promotions committee. Begin designing posters, flyers, bulletin announcements, church and community advertising, newspaper ads, etc.
- Begin working with radio stations to secure promo spots, if available
- Send letter from Senior Pastor or Youth Pastor to surrounding area churches (60 mile radius) along with promo information encouraging them to promote this event
- Start collecting magazines for Jesus Bags
- Gain the full support from your Youth Pastor and start making announcement to Church Youth Group
- Contact the support of you local counseling centers
- Continue to pray for families to hear about the upcoming group and register their teens

4 to 8 weeks out:

- Finalize your leadership
- Begin advertising in local churches, schools, coffee shops, counseling offices etc.
- Place promo posters in prominent places throughout your facility and community
- Advertise to your local recovery ministries
- Begin using video clip announcements with verbal endorsement from the pastor on Sunday Mornings
- Mail a letter to the students parents in your Youth Group from Senior Pastor or Youth Pastor endorsing and encouraging them to register their teens
- Bulletin and newsletter announcements or inserts
- Pray for the word to get out to those to attend
- Order enough Student Workbooks for one per teen

- Hold a planning meeting
 - Share vision and passion of **The Journey** to all volunteers
 - Verify advertising is active
 - Emphasize the importance of connecting one on one with teens
 - Review curriculum and weekly format with volunteers
 - Delegate weekly assignments
 - Discuss room set up or decorating
 - Discuss cell phone situations during sessions
 - Discuss how you want to handle the Taking it Home Assignments
- Pray for the teens that will be there that they would be open and receptive to share and grow as they process their pain

2 to 4 weeks out:

- Do promo spots on local radio stations
- Hold on-site registrations
- Continue with advertising in hosting church, local churches and community
- Prepare supplies for 1st lesson
 - Wheel of Fortune sheets
 - Receive enough workbooks
 - Gather together all activity supplies
 - Make copies of all attachments needed
- Purchase supplies for first couple of lessons
 - Purchase any supplies needed
 - Purchase any decorating supplies
 - Make sure all refreshments and snacks are purchased
 - Prizes for games (if desire)
- Start purchasing supplies for future weeks
- Pray for hearts to be softened of those who are registered

2 weeks to before event:

- Work on decorating the room
- Meet with leaders to finalize agenda and responsibilities and verify all last minute details are covered
- Keep close watch on Registrations and verify that you have enough workbooks
- Pray for teens to attend and parents to step up and encourage their children to attend
- Familiarize yourself with the lessons
- Pray for those who will be in attendance
- Watch the Blue Fish DVD and determine which clips you want to watch each week

Suggested Volunteers:

- 1 - lead organizer and teacher
- 1 - assistant (your back up)
- 1 - adult volunteer per every 6 teens
- 1 - registration coordinator
- 1 - advertising person
- 1 - person to be in charge of refreshments and snacks
- 1 - person to make all copies and purchase weekly supplies for activities

Suggested Weekly Format

- **Welcome**
- **Safety Park Regulations**
- **Mixer Activity**
- **Hopper Pass Activity**
- **Loop the Loop Questions from the last weeks lesson**
- **Nuggets of Truth**
- **Multiple applicable worksheets**
- **Various special activities**
- **Taking it Home assignments**
- **Prayer Requests**
- **Closing**