

FCA-E EMI Easy Reference Guide

THANK YOU for hosting an Endurance Ministry Institute! This document is intended to assist you in planning, make sure the important details are covered, and maximize the number of participants.

- Directions:**
1. Once you decide the date of your event, fill in all the “_____ (date)” with applicable date
 2. Check off each “___” when task is complete.
 3. Jot down ideas/comments/suggestions on last page as you have them.

Abbreviations used in this document:

EMI – Endurance Ministry Institute
HLYG – Huddle Leaders’ Yahoo Group
National – FCA Endurance National
ND – National Director of FCA Endurance
NYG – National Yahoo Group

Definitions:

Conference – EMI event where people stay at in the local area (nominally Fri-Sat event)
Equipping Team Lead or Coordinator – person who is coordinating on behalf of FCA-E National
Host – Local contact who is coordinative logistics
Instructor(s) – all people who will be teaching classes
Retreat – EMI event where people stay in a common location (nominally Fri-Sun event)

Appendices:

- Appendix A: Sample publicity statements for email (see also Appendix E)
Appendix B: Sample schedule - ***please coordinate all schedule changes with FCA-E Equipping Team Lead***
Appendix C: Sample “what to bring” list in
Appendix D: Sample prayer request list in
Appendix E: Sample press releases that have been used on National’s website. Feel free to modify/use.
Appendix F: Sample registration form (also available in Excel format from dlkohout@yahoo.com)
Appendix G: Template for building the Notebooks
Appendix H: Shopping list and Host’s “what to bring” list
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Initial Planning: More than 6 months out

 (date)

- ___ Pick date: Consider/coordinate with
- ___ *Local/state/etc. race/event schedule*
 - ___ National Director / Equipping Team Lead
 - ___ Instructor(s)
 - ___ Nearby Huddles (as appropriate)
 - ___ Invited guests¹

- ___ Choose venue; Considerations:
- room big enough to comfortably seat all participants at tables (6-8/table);
 - capability to project slides and videos from a computer onto a screen easily visible to all;
 - childcare capability with appropriate facilities;
 - ideally, location allows easy access but is far enough from “home” that once people arrive, they will stay for the entire program (retreat setting is preferable);
 - ideally, easy access to running/riding/hiking with facilities to shower afterwards
- ___ Determine lodging options; consider homestays
- ___ Begin coordinating food/catering (menu (think “athletes: healthy!”), provider, etc)

(¹ Invited guests may include instructors in training, HL’s interested in hosting an event, etc)

6 months out

 (date)

- ___ Reserve venue for conference time PLUS 3 hours before first event and 3 hours after last event
- ___ Complete details of food/catering
- ___ Reserve lodging (if applicable)
- ___ Set up Active.com registration (if desired. Free of charge, easy, donation option available)
- Include “Release and Waiver of Liability” – or – have these available at registration

___ Calculate cost:

(item	per person	# expected	total
Venue	\$ _____	___	\$ _____
Lodging	\$ _____	___	\$ _____
Food/snacks	\$ _____	___	\$ _____
Supplies	\$ <u>4.00</u>	___	\$ _____
Travel (ND)	\$ _____	___	\$ _____
(instructors)	\$ _____	___	\$ _____
(invited guests)	\$ _____	___	\$ _____
Lodging (ND)	\$ _____	___	\$ _____
(instructors)	\$ _____	___	\$ _____
(invited guests)	\$ _____	___	\$ _____
Misc	\$ _____	___	\$ _____
Grand Total			\$ _____
Divide by # expected			÷ _____
Total per person			\$ _____*

(*Consider offering discounts to early sign-ups and higher rates / late fee for later sign-ups. Must have minimum of 10 deposits (15 for a retreat-type event) before event will be considered a “go”.)

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Publicity:

- Craft catchy, *short* invitation including event, date, location, cost, reason why people should come²
- Email: FCA-E teammates/ministry partners in state/surrounding states (if appropriate)
 - Huddle Leaders
- Post on: NYG
 - HLYG
- Post on Huddle website and/or EMI website

(² some examples are available in the addendum to this document.)

3 months out

_____ (date)

- Finalize venue, lodging, food details – coordinate schedule as appropriate
- Set/publicize registration deadline(s)

Publicity:

- Phone call:* ALL key people you'd like to invite
- Invite via email: FCA-E teammates/ministry partners in state/surrounding states (if appropriate)
 - Other local Christian organizations with whom you have contact
- Post on: NYG
 - HLYG
- Update Huddle website and/or EMI website and/or National website

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1 month out

 (date)

- Finalize schedule³ – coordinate with instructor(s), venue staff, food provider
- Find 2 appropriately-sized bikes and bike trainers available at the event for the dramatic readings (skits)

Publicity:

- Invite via email: FCA-E teammates/ministry partners in state/surrounding states (if appropriate)
- Individuals in other local Christian organizations you have contact with
- Post on: NYG
- HLYG
- Update Huddle website and/or EMI website and/or National website
- Post “what to bring”⁴ list, maps/directions, schedule, etc.

(³Coordinate with FCA-E Equipping Team Lead – sample in Appendix B)

1-2 weeks out

 (date)

- Double check arrangements with venue, lodging, food providers
- Email details / “what to bring” list⁴ / prayer request list⁵ to all participants and staff
- Email prayer request list to Prayer Team (via National website or direct)
- Update Huddle website and/or EMI website and/or National website
- Purchase all items on the “shopping list” (Appendix H)
- Print Witness Style Test, Critique Sheet, Schedule and One Word Evangelism (one per notebook)
- Purchase, print and build notebooks – Please ***carefully*** follow **notebook template**, Appendix G!
- Print Ice Breaker slides (ONE slide per page)
- Prepare nametags
- Print maps for outdoor activities (running, biking, etc., as required)

(⁴Sample “what to bring” list in Appendix C)

(⁵Sample prayer request list in Appendix D)

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Appendix A: Sample publicity statements

Change highlighted areas (and other wording and links) as necessary.

Sample 1: We cordially invite you to gain practical knowledge and training to use your athletic passion to introduce your friends to Jesus Christ. This is for athletes so you & *your family* will have time to work out & play!

Sample 2: FCA-E invites you to gain practical insights/skills to use your sports to introduce friends to Christ. It is for athletes so you & your family will have time to train & play!

Sample 3: Have you ever wondered how to more effectively share your relationship with Jesus Christ through your passion for running? If so, FCA Endurance **in partnership with [church, other club, athletic group, YMCA, etc.]** is offering you & your family the perfect opportunity.

Sample 4: FCA Endurance cordially invites you to gain practical knowledge and training in using your athletic passion to introduce your friends to Jesus Christ. This evangelism training retreat is tailored specifically for athletes, so you *and your family* will have plenty of time to work out and play!

Sample 5: Have you ever wondered how to more effectively share your faith through your passion for sports? If so, we have the perfect opportunity for you! The FCA-E Endurance Ministry Institute on **[date]** is tailored specifically for athletes, so you *and your family* will have plenty of time to work out and play! Click **HERE** to find out more, or register at **active.com**.

Other items to consider including:

- Rates / deadline for next rate increase
- Registration information / link to registration website
- Links to website(s) for more information
- Location

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Appendix B: Sample schedule: **Please coordinate all schedule changes with instructor(s)**

Friday

- 1700-1800** Check-in
- 1800-1900** Devotional and Dinner
- 1910-2000** Weekend Overview
- 2010-2100** “Endurance sports outreach in the 21st Century”
- Demographics, the importance of relationships & proving that faith “works”

Saturday

- 0700-0800** Morning run/hike
- 0800-0830** Shower
- 0830-0930** Devotional and Breakfast
- 0940-1010** “Christ’s story in your life”
- How to focus your testimony on Christ’s work in your life
- 1030-1120** Testimony writing workshop
- 1130-1220** “Divine appointment preparation”
- Overcoming fears, steering conversations, methods
- 1230-1330** Devotional and Lunch
- 1330-1420** “Are You Ready For This Race?”
- How to concisely, convincingly present the gospel
- 1430-1700** Afternoon ride
- 1700-1730** Shower
- 1730-1830** Dinner - “Identifying your Epiphany” - GUIDED DISCUSSION
- 1840-1940** Evangelism Methods Workshop
- 1950-2030** Basic Follow-up techniques

Sunday

- 0700-0800** Morning run/hike
- 0800-0830** Shower
- 0830-0920** Devotional and Breakfast
- 0930-1030** Worship Service
- 1030-1130** Pack up and check out
- 1130-1230** Closing prayer and light Lunch

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Appendix C: Sample “what to bring” list

What to bring with you:

- o Bible
- o notebook
- o pen
- o linens for double bed or sleeping bag
- o pillow
- o alarm clock
- o toiletries
- o towel / shower shoes (flip-flops)
- o directions to **venue**
(available on the “[travel](#)” page of the retreat website)
- o camping chair / blanket
- o jacket / cold wx clothes
- o rain gear / umbrella
- o warm weather clothes
- o flashlight / batteries
- o camelback / water bottles
- o bike gear
 - o bike
 - o helmet
 - o jersey / shorts / socks
 - o cold / wet weather gear
 - o shades
 - o shoes
 - o repair kit
 - o gloves
 - o _____
 - o _____
- o running gear
 - o shirt / shorts / socks
 - o shades / hat
 - o cold / wet weather gear
 - o shoes
 - o _____
 - o _____
- o hiking gear
 - o shirt / shorts / socks
 - o shades / hat
 - o cold / wet weather gear
 - o hiking boots / shoes
 - o _____
 - o _____

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Appendix D: Sample prayer request list

Change highlighted areas (and other wording and links) as necessary.

As the [retreat/conference] fast approaches, please join us in prayer for it. Please take a moment to pray for the following, now and each day this week:

- For smooth, complete, efficient preparation
- For safe, uneventful travel for all attendees to and from the retreat
- For preparation of the hearts and minds of all who will be attending
- That the enemy's schemes would be thwarted
- That God would be glorified

Appendix E: Sample press releases

Change highlighted areas (and other wording and links) as necessary.

Sample 1:

"Hey." a vaguely familiar voice draws your attention, "How come you're not racing today?"

You're volunteering at an event's finish line, collecting timing chips. You recognize this racer because both of you ride with the local bike club.

You look up from the timing chips and say. "Well, that's a great question..."

You recognize the door the bike club rider opened. But do you have an answer ready (1 Peter 3:15)? And do you have the nerve to deliver it (Acts 9:27)?

In conjunction with Christian Runners.org, the Endurance in Faith and Sport Retreat, an evangelism training weekend, will address the fears involved in talking about faith. We'll offer ideas to steer a conversation toward Jesus, and give you the chance to practice responding to an open door with the story that God has written in your own life. No one can argue with that story.

Available spots are dwindling, so sign up now at active.com. Find out more info on the [retreat website].

Sample 2:

"Hey, you!" Rick shouts across the transition area. "Do you know Jesus?" His style of evangelism is definitely *Direct!* Mark, on the other hand, is fielding a question from a veteran triathlete he's begun training with: "How do you know the Bible is true?" Mark feels his heart rate accelerate with excitement; he loves a good *Intellectual* challenge.

As she walks past Mark in the transition area, en route to her spot, Marcie deepens her relationship a tri newbie whom she helped earlier. She has listened carefully to the woman and is now gently but compellingly sharing her own *Testimony*. She waves to Frank as they pass him. He is talking with a young triathlete who was not openly hostile to him comment about competing in order to share his faith in Jesus. Frank *Invites* him to the pre-race prayer service at the next race in the series.

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The underlined words are just a few *Styles of Evangelism*. It's been said that it takes all kind of people to reach all kinds of people. Isn't it amazing that God made us, with our specific style, in order to reach specific people who jive with who we are?

Find out more about your style and how it can be most effectively used to impact your fellow athletes *for eternity* at the [Evangelism Training Retreat on 27 Feb-1 Mar 2009 in South Carolina](#). Click [HERE](#) for more information, or [HERE](#) to register at active.com.

Sample 3:

“Hey, friend!” your co-worker bumps brashly by your desk on Friday afternoon. “What are you up to this weekend?” As you open your mouth to reply, you think, *well, just church, but I don't know if I should say that...* As the interchange continues, you wonder why you hesitate to speak about your relationship with Jesus Christ. Could it be because you've simply never had the opportunity to practice bringing Him into everyday conversation?

Now you have that chance, combined with a weekend away in the mountains for the whole family! On [Feb 27-Mar 1 at the Wesleyan Retreat Center next door to Table Rock State Park](#), FCA-Endurance is hosting an Endurance Ministry Institute designed to give you practical tools to help share your faith and hands-on practice using those tools.

Sample 4:

The time has come! If you have been considering coming to the FCA-E Endurance Ministry Institute weekend in [Greenville, SC](#), the time to commit is now. Registration will close on [Feb 20](#). Don't miss this unique opportunity to “train yourself for godliness”* even as you bask the [beautiful, warm Table Rock State Park](#) area and enjoy the fellowship of like-minded athletic brothers and sisters in Christ.

Prices start at [\\$125/person](#) for food and lodging. Childcare provided. Find out more at [www.donnadouglass.com/FCAE_training_retreat](#) or sign up at [active.com](#).

*1 Timothy 4:7-8

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Appendix F: Sample registration form



Endurance Ministry Institute

To Present the Gospel in the context of Endurance Sport

“Yes! Please save a spot for me at this retreat!”

Circle one:

Your name _____ Phone _____ H C W
 Email address _____ Phone _____ H C W
 Mailing address: _____

Names of those coming with you (one per line please) & ages of children under 12:

Name _____	Age _____
Name _____	Age _____
Name _____	Age _____
Name _____	Age _____
Name _____	Age _____

Desired accommodations (first choice and second choice please):

_____ Room with two double beds _____ Room with one double bed and two bunks
 _____ Room with 4 or 8 bunks _____ RV spot with electric and water hook-ups

I would like to share a room with this person/couple: _____
 (Please ensure that person/couple puts you on their registration form also!)

Ground transportation - check the appropriate boxes:

_____ I'm local and will drive myself _____ I can help drive people from the airport
 _____ I'm flying in and will rent a car _____ I'm interested in carpooling from the airport
 _____ I'm a real endurance athlete and will ride my bike to the retreat
 _____ Other: _____

Activity preference for Saturday afternoon:

Check below if you're interested in leading this activity:

_____ Run	Desired distance: _____	_____
_____ Hike	Desired distance: _____	_____
_____ Road Bike	Desired distance: _____	_____
_____ Other:	_____	

Volunteering:

I/We can help with (check those that apply):

_____ I'd like to help!	_____ Audio-video
_____ My spouse said s/he would like to help!	_____ Registration
_____ My teenage kids can help!	_____ Meal set-up/tear down
_____ I volunteer _____ to help!	_____ Greeting folks before meetings
	_____ Tear-down / clean up Sunday
	_____ General logistics
	_____ Childcare
	_____ Other: _____

Cost: (Please DO NOT write in the grayed-out areas. If the totals it is calculating are wrong, write us a note below.)

If you are sharing a room with another person/couple, enter here the number of people/couples splitting the cost: _____

	Food:	Sub-total:	
Number of adults (12&up): _____	\$40.00	\$0.00	
Number of children (under 12): _____	\$20.00	\$0.00	
Number of rooms with 1 or 2 double beds:	Lodging:		
before/on 31 Dec 08: _____	\$120.00	\$0.00	
after 31 Dec 08: _____	\$150.00	\$0.00	
Number of bunks in bunk room:			
before/on 31 Dec 08: _____	\$50.00	\$0.00	
after 31 Dec 08: _____	\$60.00	\$0.00	
RV hook-up (elec & water): _____	\$32.00	\$0.00	
			Food and Lodging Sub-Total: \$0.00
Drafting penalty (late fee \$25) after 1 Feb 09 ("x" here): _____			
Additional donation to FCA-Endurance (enter amount): _____			
			Grand Total: \$0.00
Amount of deposit: _____			Due no later than registration/check-in at the retreat: \$0.00

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Appendix F: Notebook Template

Front pocket

- Critique sheet

Before first divider (in this order):

- Schedule
- Dramatic reading (skit) “resource sheet”
- *One Word Evangelism* article

Tab 1:

- Slides for *Welcome* presentation (printed 2 per page)

Tab 2:

- Slides for *Endurance Sports Outreach* presentation (printed 2 per page)

Tab 3:

- Slides for *Christ’s Story* presentation (printed 2 per page)

Tab 4:

- Slides for *Testimony Writing Workshop* presentation (printed 2 per page)

Tab 5:

- Slides for *Divine Appointment Prep* presentation (printed 2 per page)
- Witness Style Test (2 pages)

Tab 6:

- Slides for *Are You Ready for This Race* presentation (printed 2 per page)

Tab 7:

- Slides for *Evangelism Workshop* presentation (printed 2 per page)

Tab 8:

- Slides for *Basic Follow-up Techniques* presentation (printed 2 per page)

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Appendix G: Shopping list

- Black or blue hard cover notebooks (one per participant, one per instructor)
- 1 package 3x5 cards
- Pens (one per participant, one per instructor)
- Poster hanging putty (like the like used in college dorm rooms – leaves wall and poster undamaged)
- Healthy snacks
- Water
- Coffee
- Other drinks

Host's "what to bring" list

- All items on shopping list
- Applicable items on participant's "what to bring" list
- Napkins, cups, utensils, etc.
- Notebooks
- Camera
- 2 bikes
- 2 trainers
- Music stand (if available, for Dramatic Reading)
- Name tags