

Unity
Baptist
Association

Evangelistic
Block Party Trailer
Policies and Procedures Manual

UNITY BAPTIST ASSOCIATION

Evangelistic Block Party Trailer (EBPT) Usage Policies

1. The Evangelistic Block Party Trailer (EBPT) is reserved for use by churches, missions and partner organizations of Unity Baptist Association.
2. The EBPT may not be taken outside of the Unity Baptist Association area without approval from the office of the Unity Baptist Association.
3. Either before or on the day the EBPT is picked up, two **separate checks are needed: One for the security deposit for \$125.00 and the other for the \$75.00 usage fee.** The security deposit will be returned upon **receipt of the trailer in good standing and receipt of the evaluation form.**
4. Any damage to the trailer or equipment should be reported upon return of the trailer.
5. Churches will be responsible for repair fees for damage of the trailer or equipment resulting from neglect or abuse. (Any usage not in compliance with EPBT Instructions.)
6. A church will not be able to reserve the trailer until any past fees for usage or damage by that particular church are paid.
7. Churches must reserve the trailer at least two weeks in advance. To reserve the trailer contact Ashley Gragg at 936-634-6674 or e-mail secretary@calvarylufkin.org.
8. Each church is responsible to carry insurance adequate to cover liability and damage claims associated with the use of the trailer.
9. EBPT will be picked up and returned to Calvary Baptist Church, 516 Montrose, Lufkin Texas 75901 during regular office hours (8:30-5:00), Monday-Thursday. *There may be special requirements for pick up and return depending on the reservation schedule.*
10. **Completed rental form, agreement to training requirements, proof of insurance and payment in full must be received in the office of Calvary Baptist Church before an organization can take possession of the EBPT.**

Evangelistic Block Party Trailer (EBPT) Instructions Unity Baptist Association Contact Ashley Gragg to schedule the trailer at 936-634-6674 or e-mail secretary@calvarylufkin.org

Pick up and return the EBPT to Calvary Baptist Church.

This trailer provides the basic resources needed to conduct an evangelistic block party in any community within the Unity Baptist Association. We are providing this trailer to help UNITY ASSOCIATION churches maximize their outreach budget and help some that would not otherwise have the resources to conduct a block party. We also want to help churches know how to reach out to lost people through this event. The usage fee is to help offset the cost of maintaining the EBPT. It is estimated the contents would rent for \$1200 a day if rented alone. Any additional contributions you wish to make will go toward adding additional items in the trailer and making repairs to equipment or the trailer that go beyond the total fees collected. You also may want to provide a scholarship for a smaller-membership church to use the trailer.

These instructions explain how to use each component in the trailer and return it to Calvary Baptist Church, 516 Montrose, Texas, so that it is ready for the next church to use. This guide is located on the front shelf of the trailer. Please return it there when you are finished.

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Chapter One: Evangelism

1. Priority reservations are given to churches that are using the EBPT for Evangelistic and Community Outreach.
2. The Evangelistic Block Party is intended to make contacts and present Jesus to people who will not usually come to church.
3. Assign at least three people with the responsibility to walk around and talk to people. You can talk to parents and/or children as they stand in line, eat or following presentations. Each person should **“be prepared to give an answer to everyone who asks you to give the reason for the hope that you have.”**
4. Feel free to give away New Testaments, videos, or other information that may be successful in communicating the gospel.
5. Visit www.namb.net/interfaith for free Belief Bulletins on witnessing to people of other religions.
6. Each person working the games and venue needs to be intentional about sharing their faith as they work. Door prizes can be given away every 30 minutes or so. Make an announcement through the PA system instructing everyone to come to a designated place. Shut down the other venues and events while this person is talking. Begin with a brief testimony, Gospel presentation, or any creative way to tell people about Jesus, and then draw the name for the prizes.
7. Provide copies of the Jesus video/DVD or an evangelistic booklet with each door prize. If you run out of door prizes continue drawing names so that everyone wins a video or purchase a door prize and deliver it at home the next day.
8. Complete a decision card for each decision. See Appendix 2 for a sample. You might want to adapt it to your church.
9. Set up a tent and table to allow each child to make a Power Band witnessing bracelet. Explain to each person what each color means as they make bracelets. See Appendix 7 for instructions and script. Use balloons, art, illusions, EvangeCubes and activities to gather a crowd and present Jesus.
10. Remember, you are not there to do a block party. You are doing a block party so you can share your faith in some way. Be intentional about talking about Jesus and what He’s done in your life.

Chapter Two: Registration

It is preferable to enclose the area around the party in a way that allows the “**welcome tent**” to be the only entrance and exit.

1. Set up one table with two volunteers to register every guest.
2. There is a sample registration card in this book. See Appendix 1. You will want to adapt it your church.
3. Offer each person a pencil and let each person in each family register themselves. If someone in the family does not fill out all the information you would like to have for your follow up maybe someone else will.
4. Place all the registration cards in one of the orange buckets to draw for door prizes. Be careful not to lose even one registration card.
5. Place all door prizes on a guarded table so people can see what is being offered.
6. If this is a VBS registration Block Party event, make sure you have your own registration card. Give away VBS materials you received in your VBS packet.
7. **Follow up, follow up, and follow up.** Commit to follow up on every person within 48 hours. A personal visit, a phone call, a letter or card will be most effective.

Chapter Three: Tents

Before setting up any of the tents, please consider if we are having a windy day. **Any winds in excess of 20 mph can damage the tents.** There are 16 5 gal. buckets in the trailer with straps, we encourage you to fill the buckets with water and strap (bungee cord) to each corner to reduce damage to the tent or frame of the tent. If the wind reaches speeds of 20 mph during the party you might want to take down the tents. Churches will be held responsible for damage to any of the tents.

If the tents become wet for any reason, please use the shop towels in the supply bins to dry them off before returning them to the trailer. If you are unable to dry them for some reason, let Fred Smith at Calvary Baptist Church (936-674-9806) know immediately upon the return of the trailer.

There are four 10'x10' pop up tents.

1. Use four people to set up tents. Pop up-tents can be set up in about four minutes each.
2. SETTING UP THE TENTS:
 - a. Take the tent out of the bag and stand it on its feet.
 - b. Place your foot on the pole foot and extend the legs to the maximum height. (Push in the silver button on each leg and pull the pole upward. The silver button will pop into the next hole. Press again and pull the pole until the tent is at the desired height.)
 - c. Push the canopy up until it snaps into the top button.
3. TAKING DOWN THE TENTS
 - a. This is most easily done with four people.
 - b. Lower the legs by pushing in the silver button until you are at the lowest height.
 - c. **Pull the pin ring at each corner to release the canopy lock.**
 - d. Have each person take a corner pole and push the tent toward the center.
 - e. The tent will collapse very easily.
 - f. Please carefully dry the canopy and clean the feet before returning to the bag.
 - g. Leave the canopy on the legs when replacing it in the bag.

Chapter Four: Power

The EBPT comes with a 5000 volt generator, a 2 gallon gas can, four 50 foot cords, and two 100 foot cords. It is best to use power from the facility or church.

The generator needs to be located far enough from the events to prevent the noise from disturbing the presentations. Two gallons of gas should run for the entire time of an average evangelistic party.

Instructions for starting and stopping the generator are in the manual in the envelope on the front shelf of the trailer.

Please check the oil before cranking. Please note if there is a “low oil” light.

PLEASE RUN THE GENERATOR UNTIL THE GAS TANK IS EMPTY BEFORE RETURNING IT TO THE EBPT.

You may need to alternate the popcorn and sno cone machines if you are working on generator power.

The generator may not have enough power to run all the equipment at one time.

Chapter Five: Sound

The EBPT includes a sound system, CD/Cassette player, speaker stands, and 2 microphones with stands.

1. Place sound system, CD player, and stand bag on a table near the stage or program area.
2. Remove speakers and place on stands at needed height and as level land allows, (no more than 6-8 FT.)
3. Remove the speaker cords from the compartment in the sound system and attach cords in the speaker/monitor inputs on the bottom left quarter of the system.
4. Remove microphones from the compartment in the sound system and attach to the microphone stands
5. Remove microphone cords from the compartment in the sound system and attach those cords into the system.
6. Attach the CD player into the system.
7. Adjust volume to get desired sound level. (CD player volume is controlled through the system as well.)
8. Please return the **clean and dry** speaker stands and microphone stands into the bag and place on the marked top shelf in the trailer.
9. Return the CD player to the marked top shelf.
10. Return the **clean and dry** sound system to its place in the trailer.

Chapter Six: Food Preparation

The EBPT includes a sno-cone machine, popcorn machine, and grill. Your popcorn, sno-cone flavored syrup, and cups can be purchased at Sam's.

Discontinue all food preparation at least 30 minutes before the end of the party and begin cleaning the food equipment.

A. Popcorn

The easiest option for popcorn is to use the pre-mixed packs of popcorn that include pre-measured oil, flavoring, and popcorn. Open the packet, pour it in, and turn on the machine. Each ounce of popcorn is about one serving.

To make popcorn:

1. Turn on the kettle and let it warm up for 2 minutes. (Buttons are on the inside of the popcorn machine at the top.)
2. Turn the rest of the buttons on.
3. Use one and a half cups of popcorn to one cup popcorn oil and one tablespoon of popcorn salt.
4. Please **clean the cooking pot and walls thoroughly** when finished. You may have to return to church to do so.

B. Sno-Cones

1. Place the sno-cone machine on a table that won't be damaged by water since the case drains water as the ice melts.
2. The sno-cone machine requires a large cup of ice for every sno-cone cup, so a lot of ice is needed.
3. Open the grinder lid and pour in the ice. Close the lid.
4. Turn on the machine and make a snow cone. Place sno-cones in the holder.
5. Add flavored syrup to the cone. One pump of syrup is enough for an average sno-cone.
6. Please thoroughly **clean and dry** the sno-cone machine and syrup pumps before returning them to the EBPT.

C. Grill

The grill is a charcoal grill with a compartment for wood to use for smoking. The charcoal should be lit a full 30 minutes before you plan to cook. Upon completion of the block party, empty the grill of ash and clean it before returning it to the EBPT.

Note: Will need a 20 lb. bag of charcoal and lighter fluid.

Talk to the parents waiting for their children in the food line. Find out about their religious affiliation. Tell them about Jesus and invite them to church.

Chapter Seven: Bounce House

Please consider if we are having a windy day before setting up a bounce house. **The bounce house can become dangerous or be damaged in winds of 20 mph or greater.** If winds reach these speeds during the block party, the bounce houses should be shut down immediately. Churches will be held responsible for any damages to the bounce houses.

If the bounce houses are wet, please dry them using the shop towels in the supply bins. This will prevent mildew from destroying them. If you must return it wet for any reason, please notify Fred Smith at 936-674-9806 immediately upon return of the trailer.

I. Set up Instructions:

Take the bounce house out of the grey bag and unroll it. **Note the tri-fold folding pattern to replace it in the bag when finished.**

Connect the blower to either input vents on the side of the bouncer. Close off the other vent. Plug it up and turn it on. Note the blower must stay on while children are in the bouncer.

If it does not start, press the button on the plug. The bounce house takes about 5 minutes to inflate.

Find the metal stakes in the miscellaneous storage bin and stake down the four corners of the bounce house.

II. Take Down Instructions:

1. Sweep out and damp mop as needed before turning off the blower. (Use the small vacuum in the trailer.)
2. Turn off the blower. **WARNING: THE BOUNCE HOUSE WILL IMMEDIATELY CEASE TO BEAR ANY WEIGHT.**
3. Remove the blower from the outlet vent and open both air vents.
4. Two or three people begin at the front and remove the air by rolling up the bounce house tightly toward the outlet vents.
5. Standing at the front fold the left and right sides so they touch in the center, like closing two shutters on a window leaving the outlet vent clear.
6. Two people can roll tightly from front to rear. The large bounce house should fit easily on the dolly and in the front of the trailer.
7. If it is too big, repeat the roll up procedure.
8. Stand it up and place a strap to hold it tightly. Replace it in the bag.
9. Attach the big house to the hand truck with the two straps. Replace in the trailer (AFTER the generator has been put in) through the side door.

III. General Guidelines:

1. Provide at least two volunteers to monitor the bounce house.
2. **Limit the number of children in the bounce house by age or size and have them take off their shoes.**
3. Talk to the parents waiting for their children. Find out about their religious affiliation.
4. Tell them about Jesus and invite them to church.

Chapter Nine: Games

There are five to eight games in the EBPT. Add additional games as you have volunteers and supplies: include face painting, “go fish”, and any of the dozens of carnival games that are available.

Party Trailer Game Instructions

Play each game following instructions in each game set.

Each game will need at least one volunteer to assist. Game pieces are in the marked tote bin.

Please confirm that each participant is registered. Small game prizes are not essential but are well-received. **Pause the game while presentations are made from the stage area.** Remember to take advantage of lines to share Christ with parents and children.

Checkers: Play checkers and share Jesus with the other player.

Uno: Play Uno and share Jesus with the other player(s).

Double Nine Dominos: Play Double Nine Dominos and share Jesus with the other players.

Talk to the children and their parents as they stand in line, and play the games, about Jesus, their religious preference, and invite them to church and Sunday School.

Chapter Ten: Repacking the EBPT

- 1. Please clean and dry all of the equipment before returning it to the EBPT. It may be weeks before it is used again and mildew can form. You may need to return to the church to clean everything thoroughly.**
- 2. Please return each item to its assigned place** (locations are marked in the trailer and there is an inventory with locations on the wall opposite the small door.)
3. Please be sure to STRAPS and BUNGEE CORDS on each shelf to prevent damage in transit.
4. Please leave the equipment ready for the next church to use.
5. Please make sure everything is in its proper bin before closing the trailer. Check the inventory sheets on the wall opposite the small door for reference.
6. Please report any needed repairs resulting from normal wear and tear.
- 7. Please agree to repair or replace anything broken by negligence or abuse during your evangelistic party.**
8. Please refer to Appendix 3 to check each item as you remove each item and check it again when you replace the EBPT

Door Prize Registration

You do not have to be present to win. Please provide the following information:

Name of Church(es) hosting the party: _____

Name: _____ Phone: _____

Address: _____

Circle Age: 6-12 13-17 18-30 31-45 46-60 61-80 80+

Email Address: _____

Please check all that apply:

I would like some information about the church _____

I would like some information about becoming a Christian _____

I do not have a New Testament and would like one in the _____ language

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Email Address: _____

Please check all that apply:

I would like some information about the church _____

I would like some information about becoming a Christian _____

I do not have a New Testament and would like one in the _____ language

Decision Card

Name: _____ Today's Date: _____
 Address: _____
 Phone Number: _____
 Age: ___ 1-11 Child ___ 12-17 Youth ___ 18-30 Adult
 ___ 31-50 Adult ___ 51+ Adult
 Marital Status: ___ Single ___ Married ___ Widow/er
 Spouse's Name: _____ Sponsoring Local Church _____
 ___ Accepted Christ ___ Rededication ___ Will enroll in Bible Study
 ___ Willing to make a public profession of faith Church prospect ___ Y ___ N
 Best time to reach you at home: _____ Ethnicity: _____
 Religious Background: _____

Decision Card

Name: _____ Today's Date: _____
 Address: _____
 Phone Number: _____
 Age: ___ 1-11 Child ___ 12-17 Youth ___ 18-30 Adult
 ___ 31-50 Adult ___ 51+ Adult
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 Spouse's Name: _____ Sponsoring Local Church _____
 ___ Accepted Christ ___ Rededication ___ Will enroll in Bible Study
 ___ Willing to make a public profession of faith Church prospect ___ Y ___ N
 Best time to reach you at home: _____ Ethnicity: _____
 Religious Background: _____

APPENDIX 3- Block Party Trailer Contents Checklist

Please use this checklist to insure that all items are checked out and returned back into trailer after use. Lost items must be reported and replaced. Items must be clean and dry before placing back into trailer.

Quantity	Item/Description	Check Out	Check In
1 Each	Gasoline Generator 5000/6500 watt		
1 Each	Large Moonwalk w/tarp		
1 Each	Popcorn Machine		
1 Each	Sno-Cone Machine w/ scoop		
1 Each	Charcoal Grill		
1 Each	PA System with CD Player		
1 Each	Trailer Tongue Lock		
2 Each	Trailer Combination Locks		
2 Sets	Wheel Chuck Set		
2 Each	Jack Stands		
6 Each	Plastic Supply Bins		
4 Each	50 ft HD Ext. Cords w/3 power adapter		
2 Each	100 ft HD Ext. Cords 3/ 3 power adapter		
5 Each	Outdoor Games		
4 Each	EZ UP Type Canopies		
6 Each	Tables – 6 foot Utility White		
12 Each	Folding Chairs		
2 Each	Ice Chests		
1 Each	Fire Extinguisher		
1 Each	First Aid Kit		
3 Pks	Bungee Cord Packs		
1 Each	Signage		
2 Each	Drink Coolers		
1 Each	Dolly for Moon Walk		
18 Each	Empty 5 gal. Buckets		

Appendix 4: Additional Items Needed For Event (Furnished by each Church)

Checklist of items you may need to prepare or purchase before the party.

Evangelism

- Adequate gospel booklets, Bibles, New Testaments, or Gospels of John
- Decision/Follow-up cards
- Assigned evangelists/greeters
- Testimonies, presentations
- Beads and leather string to make witnessing bracelets

Sno-cone machine

- Ice (you may want to freeze an adequate amount that will fit in the grinder)
- Syrup
- Paper Cups
- Cleaning supplies

Popcorn machine

- Popcorn/oil/flavoring (combo packs are easiest to use)
- Popcorn bags
- Cleaning supplies

Grill

- Charcoal
- Matches and lighter fluid
- Hotdogs/hamburgers/buns/condiments or
- Chicken/rice/beans
- Plastic ware
- Plates/napkins
- Cleaning supplies

Drink Coolers

- Paper cups
- Lemonade, Tea, hot chocolate or other drink mix
- Cleaning supplies

Registration

- Registration cards
- Pens/pencils
- Hand stamps/ink, or tickets, name tags, other registration verification
- Registration for Sunday School, VBS, or other event

Generator

- Gasoline in provided tank. 1 Qt. 30 weight small engine oil

General

- Helium Tank with balloon nozzle
- Balloons
- Additional games or rentals
- Face painting supplies
- Additional tents
- Garbage Cans and trash bags
- Additional tables and chairs

- Flat-bed trailer or other stage area
- Promotional tickets, yard signs, mail outs
- Door prizes for men, women, boys, and girls

Day of the Event (Wal Mart Items):

Purchase these items as needed for use on the day of the event.

- Ice
- Water
- Paper Towels /Napkins
- Charcoal (Kingsford) one – 20 lb bag minimum
- Charcoal Lighter / Matches or Flicker
- Hickory Chips
- Beacon (2 lb package)
- Bag of Dum Dum lolly pops
- Paper Plates (250 count Pack) get enough for expected attendance
- Aluminum Pans
- Forks, Knives, Spoons
- Instant Tea
- Name Tags-Use three different colors of “Sharpie” pens.
Example- Red marker...Non-church member Guest...
Black marker...Church members...
Green marker...Event workers...
- Ketchups Mustard
- Buns – Hot Dogs, Hamburgers
- Bread
- Packs of Salt / Pepper
- Meat for the Event (Ex: Grilled Chicken, Spaghetti w/meat balls, BBQ)
- Scissors
- Cups – 9 oz
- Sno Cone Cups 6 oz
- Pre Measured Mega Pop Corn (for 6 oz Kettles)
- Door prizes for men, women, boys and girls

Appendix 5: Power Band Bracelets

Please leave the five samples in the Registration Bin. The leather bracelet and beads can be purchased at Hobby Lobby, Michael's or other craft store.

If someone has just asked you about your bracelet, you can say: "This bracelet is called a power band, because it symbolizes what's necessary for a person to live a life of power and purpose. May I tell you about it?"

KNOT:

This knot represents the day you were born and the fact that God loves you.

In the Bible Jesus is quoted as saying ... **"I have come that they (you) might have life, and might have it more abundantly."** (John 10: 10)

In other words, God meant our lives to be full and meaningful.

Why do you think most people don't experience God's power and purpose in their lives?

BLACK BEAD:

This black bead represents sin.

The Bible says, **"All have sinned (including me and you) and fall short of the glory of God."** (Romans 3: 23) Because of our sin we are cut off from God's power and purpose for our lives.

How do you think it is possible to be restored to God's power and purpose for our lives?

RED BEAD:

This red bead provides the answer.

The Bible says, **"God demonstrates His love towards us in that while we were yet sinners, Christ died for us."** (Romans 5: 8)

Jesus Christ, God's son, rose from the dead after three days, proving He truly was God's Son and that the penalty for our sins was paid.

This is why Jesus could say, **"I am the way, the truth and life; no one comes to the Father except through Me."** (John 14:6).

WHITE BEAD:

This white bead represents a life cleansed of sin.

Acts 3: 19 tells us how this is possible. It says, **"Repent, then, and turn to God, so that He will forgive your sins. If you do, times of spiritual strength (power) will come from the Lord."**

The Bible promises that, **"To as many as will receive Him (Christ), He gives the power to become children of God."** (John 1:12)

To receive Christ we must turn away from our sin, ask to be forgiven and give control of our lives to Jesus.

Does what I have been saying make sense to you?

Is there any reason why you would not be willing to receive Christ right now?

Let's pray right now and you can repeat after me, expressing your desire to God!

Pray this prayer: **"Dear Lord Jesus, I know that I am a sinner and need forgiveness from You. I believe You died on the cross and rose again from the dead that I might have eternal life. I turn from my sins and ask for forgiveness from You. Right now I invite You to come into my life as my Savior and Lord."**

Congratulations! You have just made the most important decision of your life. This is only the beginning of living with God's power and purpose.

BLUE BEAD:

The blue bead represents baptism, which represents our new life in Christ.

GREEN BEAD:

The green bead represents growth. When we are part of a church, we learn how to grow in our new life along with other Christians (2 Peter 3: 18).

By the way, could I pick you up and bring you to my church this Sunday?

GOLD BEAD:

This yellow or gold bead symbolizes the gold of Heaven. The Bible tells us, those who received Christ have eternal life and will spend eternity with Him in Heaven.

KNOT:

This knot represents the end of our lives. Everyone will one day die and stand before God to be judged (Hebrews 9:27). The knot also reminds us that we can be sure we will never again be separated from God after we have accepted Him as our Savior.

I would like to give you this power band as a reminder of your decision to follow Christ and live a life of power and purpose.

**Unity Baptist Association
Block Party Trailer
Check-Out**

- _____ Security Deposit Received
- _____ Usage Fee Received
- _____ Copy of Driver's License
- _____ Copy of Insurance Card
- _____ Evaluation Returned
- _____ Security Deposit Returned

Name of Church _____

Name of Church Insurance Carrier _____
Policy # _____

Person Checking Out Trailer _____

Phone _____

Date of Check-out _____

Date of Check-in _____

With the use of this trailer for an event, the church needs to check with their insurance carrier for liability coverage.

Signature

**Evaluation/Response Form for Your
Evangelistic Block Party Event
Unity Baptist Association**

Name of Church hosting event: _____

Contacts name and e-mail: _____

Where was Block Party held? _____

Approximate # of attendees: _____ Shared Gospel with how many? _____

In what various ways was the Gospel shared during the event? _____

Were there any professions of Faith/decisions made? _____

Number of people you will intentionally follow-up on in the next 48 hours. _____

How would you describe the overall event in terms of what went right and what went wrong?

Do you have anything to share about the use of Association Party Trailer? _____

Are there additional things that could be added to the Party Trailer? _____

THE DEPOSIT OF \$125.00 WILL NOT BE RETURNED UNTIL THIS EVALUATION FORM IS FILLED OUT AND TURNED IN TO THE UNITY BAPTIST ASSOCIATION. Thank you for your responses!

