

Purpose

The *Teen Program Guidelines* provides the flow and activities of a Faith Encouragement Ministries weekend for the teens. The purpose for the new Teen Coordinator is to use the information as a guide in planning and preparing for the Teen Program. The purpose for the experienced Teen Coordinator is to use the information as a refresher and possibly as a source of new ideas. All may find the material to be a handy reference.

Contact Judith Barrett Judith@faithencourage.org if you would like samples of the teen program for ideas for your program.

Pray

Pray for the ministry, the weekend, the church, and the teens. Ask God to lead you and keep your heart open to His guidance. As we plan and prepare for the best possible program for the teens, we remember and trust that God is in control.

Planning with the Church's Youth/Teen Leader

It is important for the Teen Coordinator and the church's Youth/Teen Chairperson or Leader to work closely together prior to the weekend and discuss the following details in advance for program success:

- Who the teens are: the number of teens the church expects and their ages ; types of activities they enjoy and prefer; how often they meet; where they are in their spiritual journey
- Facilities for the weekend: a dedicated, large room for the group to meet in with breakout rooms for small groups, if possible
- Possible Saturday activity during the afternoon free time
- Importance of separate publicity of the weekend for the teens; brainstorm ideas for involving the church teens in developing interest in the weekend which might be as simple as asking the teens to brainstorm ideas!
- Review a sample plan and schedule together and then the final (more detailed) plan and schedule
- Make sure lunch is planned on Saturday for the teens (and leaders!)
- Provide the first and last names of the visiting teen members to the Coordinator so they will be included on the list for the church committees
- Make sure the visiting teen team members and the church teens will receive name tags
- Offer the option of the visiting Teen team members to teach Sunday School for a teen class or a children's class
- Stay in close communication, share ideas for success

Request that either the church's Youth Minister or other adult involved with the church's teens commits to attending the entire weekend's Teen Program so that there will be continuity with the program after the weekend.

If the Teen Chairperson is unable to respond or plan the above with you, notify your Coordinator immediately.

Determining the Size of Your Team

The guidelines and best practices for providing safety and security for teens is 1 adult for every 10 teens ages 13-18. Because Faith Encouragement Ministries does require a minimum of two adults, that would translate to a minimum of two adults for up to 20 teens in attendance and a minimum of three adults for up to 30 teens in attendance.

Because we request that the church does have an adult attend the Teen Program, it may not be necessary to bring an assistant with you. If up to 30 teens are expected including any teens that accompany you, you may want to bring an adult assistant who is familiar with your teen program.

The advantage of having someone come with you is that he/she knows you and your program and will be dedicated to the program all weekend. The advantage of having someone from the church work with you is that he/she knows the teens. If someone from the church is going to assist you, ask for their name and contact information so that you can share your program plan with them in advance. Share the name and contact information of your assistant(s) with your Weekend Coordinator, whether it is someone you are bringing or someone from the church.

If the church has a large teen program that includes both middle school and high school teens, it may be worth considering splitting into age groups for discussion and small group sessions. Discuss the possibility with the church's Youth Minister to see if the church program normally does split the two age groups. If so, you may want a second Teen Coordinator. Discuss the options with your Weekend Coordinator or with the Program Director. We pray that every teen program has this to consider!

Safeguarding God's Children

Faith Encouragement Ministries requires any adult working with teens or children, including the Teen Coordinator and all assistants, to send the National Office a copy of their completion certificate for *Safeguarding God's Children* before the weekend begins. Most churches already require this training.

If you or your adult assistant(s) have not completed the training, the National Office has made arrangements for an online training course to be available for a small fee.

Weekend Overview

Friday Events

Weekend Event	Teen Coordinator and Assistant Actions
<i>Arrival</i> of visiting team members	<i>Meet</i> with the Church's Teen Chairperson or Leader for a <i>walk-through</i> of the facilities for the teens. <i>Check</i> requested supplies and equipment (DVD player, etc.) for the weekend including <i>working order</i> of any equipment.

Weekend Event	Teen Coordinator and Assistant Actions
	<i>Locate</i> nametags for all including church teens.
<i>Team meeting</i> of visiting team	Teen Coordinator, Assistant and any teens on the visiting team <i>attend</i> the first half of the Team Meeting
<i>Team meeting</i> of teen team	Teen Coordinator <i>conducts</i> meeting of the teen team at the Teen Program location before the beginning of the evening meal
<i>Evening Meal</i> for all	<i>Consider</i> making arrangements for all teens to sit together
<i>Program</i> Opening for all	Teen Coordinator and Assistant(s) are introduced. <i>Accompany</i> Teens to Teen Program location.
Adult Program	<i>Teen Program</i>
Adult Program Concludes	<i>Know</i> whether younger teens will be picked up by parents

Friday Evening Teen Program

Consider making arrangements in advance for all the teens and leaders to sit and eat together. Invite the church teens to sit with the visiting teen team. The Friday night teen program is devoted to getting acquainted, singing, witnesses, small groups, and prayer. If they have been trained, the visiting teens lead the small groups. The first witness for the teens on Friday night is the Teen Coordinator, setting the tone or theme for the weekend.

Saturday Events

Weekend Event	Teen Coordinator and Assistant Actions
<i>Team meeting</i> of visiting team	Teen Coordinator and Assistant <i>attend</i> the Team Meeting; optional for any teens on the visiting team
Adult Morning Program	<i>Teen Morning Program</i>
Adult Men's and Women's Lunch Programs	<i>Teen Lunch and Program</i>
Adult Break	<i>Teen Afternoon Activity</i>
<i>Team Meeting</i>	Teen Coordinator and Assistant <i>attend</i> Team Meeting
<i>Evening Meal</i> for all	All Teens and Coordinator and Assistant <i>sit together</i> for meal
<i>Program</i> Opening for all	Children may present song/skit <i>Teens may present song/skit</i> <i>Teen Witness</i>
Adult Program	<i>Teen Program</i>
Adult Program Concludes	<i>Teen Program</i> may be extended by <i>personal prayer time</i>
Personal Prayer opportunity may be offered for adults in church	<i>Know</i> whether younger teens will be picked up by parents

Saturday Morning and Lunch Teen Program

The Saturday morning program is singing, small groups, testimonies, and prayer. The group also plans and practices the optional presentation for the program on Saturday night.

The teens and leaders have lunch together. Arrange for the Saturday lunch to be served or made available where the Teens are meeting.

Saturday Afternoon Teen Program

Fun!! In partnership with the church youth leader, plan a fun, active event for the afternoon. While this is optional, it is enjoyable for the teens. Some activities that others have done include ice skating, bowling, skiing, beach time, geocaching, games, service activities, etc. It depends on the weather and the facilities available. The church typically funds activities, but that does need to be planned, discussed, and approved in advance; however, there are many activities that don't cost any money.

Saturday Evening Teen Program

Be sure the Coordinator makes arrangements with the Food and/or Facilities Committees for the teens and leaders to be able to sit and eat together.

The evening program frequently begins with a skit or song by the children, and then is followed by a skit or song by the teens. The children's and teen coordinators may plan a joint skit or song, especially if there is a small number of children or teens. The children are then excused after the teen skit for their own program.

If a teen has agreed in advance, the Teen Witness speaks. The Teen Witness may have already given his/her witness to the teens which allows him/her to practice speaking in front of a group. The Teen Witness is the only witness who knows he/she is going to be called on in advance. The person who prays for them before they speak may also be chosen in advance. Be sure the Coordinator knows who to call. The skits and the teen witness are all optional, but are greatly enjoyed and appreciated when they are scheduled. After the Teen Witness, the teens are excused for their evening program.

The teen program on Saturday night is devoted to quiet discussion and time for deep personal reflection and prayer and the Call to Commitment.

Sunday Morning

Sunday School

If the church conducts Sunday school classes, you may have arranged for the teens to teach the class for teens and/or the Children's Sunday school class.

Sunday Service

At least one teen pair from the visiting team is frequently assigned as a prayer team during the main service.

Departure

The church provides a sack lunch for all the visiting team members.

Not The End

You may want to have a call with the church's teen leader after the weekend to see if they have any questions or feedback. There is material available for Follow Up for the Teens. Contact the Program Office if you or the church is interested in what others have used.

Thank you for your love for God's children and all your hard work!