

THOUSAND HILLS BAPTIST ASSOCIATION BLOCK PARTY TRAILER MANUAL



THOUSAND HILLS BAPTIST ASSOCIATION
1701 Jamison Street
Kirksville, MO 63502
660 342-7658
1000hills@gmail.com

Dear Church Leader,

Thanks for your work to expand God's kingdom through evangelism. As your partner, the Thousand Hills Baptist Association is excited to offer our Block Party Trailer to assist your church in reaching out to your communities. The Block Party Trailer is a great resource for all types of cultivative and directly evangelistic events. You can use the Trailer for neighborhood block parties, outreach to local festivals, back yard Bible Clubs, and to support on campus outreach events such as Vacation Bible School.

To rent the contents of this trailer would cost your church at least \$500. To purchase the contents of this trailer would cost your church roughly \$3,200. Through our cooperative partnerships we are able to offer this ministry resource for a \$50 usage fee. The usage fee covers insurance, ongoing maintenance, and content replacement. This manual is designed to give you all the info needed to generate ideas and conduct a successful Block Party or evangelistic event. Please give us a call if you have any questions. We look forward to celebrating the harvest with you and your ministry team as we spread the Gospel in northeast Missouri and beyond.

Blessings,

A handwritten signature in black ink that reads "R. Nations". The signature is written in a cursive, flowing style.

Richard Nations
Thousand Hills Baptist Association Director of Missions

Purpose and Description

The Block Party Trailer is a ministry provided by the Thousand Hills Baptist Association through its member churches.

Evangelistic block parties provide great opportunities for churches to:

- provide a variety of platforms to share the gospel
- cultivate relationships in the community
- grow your prospect list
- reach out to local festivals and community events

Thousand Hills Baptist Association churches may use this trailer, but individuals are not eligible.

The Block Party Trailer (when fully equipped) is expected to contain:

- * 15x15 inflatable castle (AKA bounce house) and portable dolly
- * One hand truck
- * Two 10x10 Easy-Up Tents
- * One Snow-cone Machine
- * Popcorn Machine
- * One Helium Tank
- * Portable Generator
- * Two 100 ft. heavy duty extension cords
- * Assortment of balls & games (kickball, soccer, ladder ball)
- * Portable Sound System with CD Player. Includes two microphones with 14' mic cords, two speaker stands, two 25' speaker cords
- * Assortment of small portable signs to be utilized for VBS & Block Parties.
- * Three 6' tables
- * Two round water coolers
- * Two fire extinguishers
- * Three padlocks
- * Carnival type stand up games
- * Corn Hole game
- * Ring Toss Game
- * Volleyball and badminton nets, balls, shuttlecocks, etc
- * Lawn darts (blunt ends)
- * 4 Folding chairs

TRAILER:

Size: 7x14

Number of axles: 2

There are 2 size hitch balls available

OTHER ITEMS YOU MAY NEED

Here is a checklist of items you may need to prepare or purchase before a block party.

For Evangelism

- o Bibles, New Testaments to give away
- o Decision / Follow-up / Registration cards
- o Assigned people for evangelists / greeters
- o Other evangelistic materials

For Snow-cone machine

- o Ice (regular bags of store bought ice is fine).
- o Syrup or Juice - available at Wal Mart or party supply stores
- o Paper Cups
- o Straws
- o Paper Towels

For Drink Coolers

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

For Follow-up

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

Additional items you may need

- o Gasoline / for generator if it is being used
- o Balloons, Face painting supplies, crafts, door prizes, gifts, etc.
- o Additional games or rentals you may need
- o Additional tents, tables, chairs, etc.
- o Garbage Cans and trash bags
- o Flat-bed trailer or a portable stage area

Planning & Preparation

What do I need to do to use the evangelistic block party trailer?

Step 1: RESERVE THE DATE

Check the calendar on the website at www.1000hillsba.org/calendar to see if the date is available. You can also call the THBA director of missions at 660-342-7658 or e-mail 1000hillsba@gmail.com to check availability. The trailer is generally available to be rented for three (3) day periods.

Reserve the trailer for a specific period by filling out the reservation form and returning it to the association office, 1701 Jamison, Kirksville, MO 63501 or 1000hillsba@gmail.com. The trailer should be scheduled to be picked up and dropped off on a weekday (Monday through Friday) by reservation with the director of missions unless arrangements have been made for a weekend appointment.

The Trailer reservation will be held for seven (7) days, or until Step 2 is complete.

Step 2: CONFIRM THE RESERVATION

Print & complete the Block Party Usage Agreement Form & send it in with two checks (made out to THBA): (1) \$50 refundable deposit and (2) \$50 usage fee. These must be received by the THBA office within seven (7) days to confirm the reservation. If the Usage Agreement, deposit, & Usage Fee are not received in the THBA office within seven days of the verbal or e-mail request, the trailer will be made available again on a first come, first served basis.

The deposit will be returned when the trailer and all its content are returned in cleaned and good condition and a Block Party Trailer Highlights Form has been completed.

Send the Usage Agreement Form & checks and proof of insurance for the towing vehicle to:

THOUSAND HILLS BAPTIST ASSOCIATION
1701 Jamison Street
Kirksville, MO 63502
660 342-7658
1000hills@gmail.com

What does the \$50 usage fee cover? This fee is to maintain the trailer and equipment with annual insurance, tire replacement, equipment maintenance, etc.

Step 3: PLAN YOUR BLOCK PARTY OR EVENT

A few questions to get you started:

1. What? Where? When? Why?
2. How will we promote?
3. What will we do for food? How will it be prepared/delivered?
4. How will we communicate Christ?
5. What will we give away?
6. How will we follow-up?
7. What games or additional elements can we include?

Step 4: PICK UP THE TRAILER

The Trailer is to be picked up at the THBA office, 1701 Jamison, Kirksville, MO. (Fellowship Baptist)

What will I need to transport the trailer? Make sure the transport vehicle meets the following tow requirements:

- Tow Vehicle: Full size truck, van or car with an 6 cylinder engine and trailer hitch
- Hitch: ball size must be 2 5/16 inches (the trailer contains an alternate size ball that can be used)
- Light connection: standard 7 pin factory tail light connection
- Trailer brakes: the trailer is equipped with hydraulic brakes.
- Proof of Insurance: A copy of proof of insurance of the vehicle towing the trailer, should be sent to the THBA Office prior to the pick up of the trailer.
- Trailer registration/insurance: A copy of the trailer registration and insurance card will be located in a pocket at the rear of the trailer and pointed out to you on the day the trailer is picked up at the THBA office.

Step 5: CONDUCT YOUR BLOCK PARTY

Step 6: RETURN THE TRAILER TO THE THBA OFFICE

The trailer is to be returned to the THBA office, 1701 Jamison on weekdays by appointment with the director of missions (see above) for pick-up instructions.

Step 7: RETURN THE BLOCK PARTY TRAILER HIGHLIGHTS FORM

And send the THBA office pictures, video clips, etc. The information gathered will be used to help other churches plan fruitful cultivate & evangelistic events in the future.

Once the first 6 steps are complete and it is determined there is no missing or damaged equipment/ supplies the THBA Office will return your deposit check within two weeks.

USAGE AGREEMENT FOR BLOCK PARTY TRAILER & EQUIPMENT

The Block Party Trailer may not be reserved more than six (6) months in advance of use. Date: _____ This agreement is entered into on the above stated date between: (name of church) _____ Whose address is: _____

Represented by _____, (hereinafter referred to collectively as "User") duly authorized and the Thousand Hills Baptist Association, Inc. (hereinafter referred to as THBA), who agree to the following terms and conditions:

1. The property subject to this lease agreement is described as one Block Party Trailer which is equipped with a generator, extension cords, games, large inflatables, drink coolers, snow-cone machine, and other equipment and furnishings to be used for a block party as is more particularly described in the inventory of the Block Party Trailer subject to this agreement and furnished to User.
2. The Block Party Trailer and its inventory contents (hereinafter referred to collectively as "Trailer") shall be picked up by User at THBA Office, **THOUSAND HILLS BAPTIST ASSOCIATION, 1701 Jamison Street Kirksville, MO 63502**. Specific pick up times should be arranged for pick up and drop off and they are generally expected to be between the hours of 9 a.m. and 4:00 p.m. on the date of _____. Alternate pick up and drop off times may be arranged if needed.
3. The Trailer shall be returned by User to the same location stated in paragraph number 2 above on the date of _____. The maximum time covered under this agreement is three (3) days. Any usage beyond that time will incur additional rental fees. Further, extended usage must be negotiated with one of the Directors of Missions and Ministries of the Thousand Hills Baptist Association. 3. User has had a reasonable opportunity to inspect the Trailer including its inventory contents and appurtenant structures and is satisfied that they are in a good working order and in a safe condition without exception. User further has determined that all of the contents listed in the trailer inventory were present and are accepted by User.
4. User and its representative executing this agreement further warrant that the representative is skilled in using, attaching and transporting the trailer, setting up and using its contents and that there are no impediments which would render the hauling and/or using of said trailer and its contents unsafe to any third persons, guests, the representative and User or its agents or employees.
5. User shall furnish proof to THBA of adequate liability and automobile insurance covering the use of the trailer on the roads and while at use before, during and after the block party.
6. As part of the consideration for the lease herein, User shall hold THBA and its agents, employees or representatives harmless from any and all liability for any and all claims by any third party, User and/or its representatives, employees, agents and/or guests and defend THBA in any lawsuit or claim filed against THBA by such persons for activities arising out of the hauling or use of the trailer and/or its contents whether THBA its agents, employees or representatives are strictly liable or at fault in causing or contributing to the damages claimed or not.
7. The price for the rental for the period agreed to above shall be \$50.00 due and payable at the time the application for scheduling the trailer is approved.
8. A deposit of \$50.00 is also due and payable at the same time the rental charge is due but shall be refunded to User upon the timely return of the block party highlights form and the trailer and its contents in the same condition and with no missing inventory items as User originally received from THBA. Any items of damage suffered by THBA and/or missing inventory items beyond the value of the deposit shall be reimbursed by User to THBA immediately. Thus done and signed on the date stated above in Kirksville, MO,

User _____ THBA DOM _____

(print name) _____ (phone number) ____ - ____ - _____

Block Party Highlights Form

Complete & return this form, along with cleaned trailer, to the Thousand Hills Baptist Association Office to receive the return of your deposit.

Contact Name: _____

Church, city: _____

Date BPT used: _____

Phone _____ e-mail: _____

1. Approximate attendance _____

2. Prospects Discovered _____

3. Presentations of the Gospel _____

4. Professions of Faith _____

5. Baptisms* _____

6. Rededications _____

7. Bibles distributed _____

Other Highlights? Lessons Learned? What do you wish you would have had? How can we make the BPT a better tool for our churches?

What are some keys to a successful Evangelistic Block Party?

Key 1: A great evangelistic block party is intentionally evangelistic. Evangelism is your number one goal. One way to approach evangelism is to have a team trained to give out marked New Testaments. The trained team member will say: We are giving all of our guests today a free gift. Have you received yours? (Show them the New Testament.) Then say: May I take a moment to show you how to use this gift? (Then go through the plan of salvation in the marked New Testament.) A second approach is to use Gospel tracts. You can begin the conversation the same way as with the marked New Testament. (A detailed evangelism strategy for the EBP is provided later in this manual.)

Key 2: A great evangelistic block party is organized. Have one entrance to the block party. Register everyone to develop a prospect list for follow-up after the party. A good set-up is to have food near the entrance, games in the middle and the stage in the rear. Don't make the areas too crowded. Participants should be able to move from one area to another with ease.

Key 3: A great evangelistic block party is intimate. At most block parties, you will not give a "come forward" invitation. However, at periodic times during the evangelistic block party, a speaker should thank guests for coming and present a short testimony. That is a time to announce again, "We want everyone to receive a free gift today. Make sure you get yours before you leave." The speaker can identify those church members trained to give out the Bibles or tracts so the guests will know who to see to receive their gift. Hint: Have the evangelism team wear the same colored hat or shirt so guests can easily identify them.

Key 4: A great evangelistic block party is interesting. Play appropriate music. Have people sing. Utilize drama or clown ministries. The sky is the limit in utilizing the talents of your church members. Use whatever resources you have that would promote interest in the area you are ministering.

Key 5: A great evangelistic block party is contextual. Tailor-make the block party for the people you are trying to reach. If the neighborhood you are targeting is Hispanic, with numerous children, the block party needs to be different than if you are targeting an Anglo, senior adult community. Think about the needs and the interests of the target audience.

Key 6: A great evangelistic block party is bathed in prayer. Weeks before the event, you can prayer walk the neighborhood you want to target. Enlist church members to pray specifically for the spiritual condition of the target neighborhood. Prayer should be for people to be open to the Gospel, for salvations to occur, for the discovery of new ministries, for people to come to your church and for new converts to follow Jesus in believer's baptism. Prayer is one of the most important aspects, if not the most important aspect, of the preparation process

Planning for the Evangelistic Block Party

1. Set a date and place and reserve the THBA Block Party Trailer. The church parking lot is fine, but a public area near the church will improve attendance.
2. Attract attention: arrange to have fire trucks, fire department education trailers, military Humvees, a celebrity speaker, race cars, antique autos, yard sale, police department children finger-print identifications, etc.
3. Decide on any additional games, face painting, or other events. Rent any additional events or food equipment.
4. Extensive promotion of this FREE event is essential. Make and hand out free tickets to your members to give to neighbors. Provide tickets door to door. Include in the newspaper. Use inexpensive yard signs in the yards of members' homes and around the area.
5. Get door prizes for boys, girls, men, and women to be distributed about every 15 minutes. Delivering prizes to people that won provides an opportunity to visit.
6. Build a bridge to attendees. Make at least 200 registration cards asking for name, address, phone number, email, children's names and ages. Include "I'd like more information about the church" and "I'd like to learn more about becoming a Christian."
7. Provide additional registration for Sunday School, VBS, or another follow-up event.
8. Provide every family with a "goody bag" that includes a New Testament, gospel tract, information about the church, invitation to new message series or special service.
9. Decide which foods to provide (hot dogs, chicken, hamburgers, etc.) and provide for the number of people you anticipate will come. 100 people is common, 200 people is great, and 500 people is possible in a public parking lot or apartment complex. Be sure to use food safety and sanitation practices as you cook and store the food (proper cooking temperatures and refrigeration such as ice coolers).
10. Enlist volunteers for registration, 2 to monitor for each game and the bounce house, 2 for each food item, evangelism hosts/hostesses. Talk to every person that attends. Train people to share a New Testament or gospel tract.
11. Plan to present Jesus to every person. Provide a short testimony or gospel presentation every 15-30 minutes. Have Christian music playing in the background all the times except when making announcements, etc.
12. Follow up with a letter, text or email, and visit to every person that registered. Call our office to request a member of our team to provide training for your church on how to conduct an evangelistic block party.