

FCA Endurance EMI Easy Reference Host Guide

THANK YOU for hosting an Endurance Ministry Institute retreat or conference! This document is intended to assist you in planning, making sure the important details are covered and maximizing the number of participants. While everything included in this document may not be critical (must do), we hope it is helpful as you organize your thoughts and delegate service opportunities in a timely manner. Also, please note that FCA Endurance staff and EMI volunteers are ready to assist you should there be questions.



- 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.
 4. Contact the FCA Office with any questions and to provide feedback on this tool.

Abbreviations used in this document:

- EMI – Endurance Ministry Institute
- HLNG – Huddle Leaders’ NING Group (on The Body)
- National – FCA Endurance National
- ND – National Director of FCA Endurance (Chris Anderson)
- NING – NING Group (The Body)
- NFB – National Facebook Fanpage: <http://www.facebook.com/fcaendurance>

Definitions:

- Conference – EMI event where people stay in the local area but not together (often in their own homes or local hotels). This event usually runs Friday and Saturday
- Equipping Team Lead or Coordinator – person who is coordinating on behalf of FCA-E National
- Host – Local contact person who is coordinating onsite logistics
- Instructor(s) – all people who will be teaching classes
- Retreat – EMI event where people stay in a common location (often a Christian retreat center or camp). This event nominally runs Fri-Sun. This is the preferred format as the fruit is much higher.

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

- Try to avoid conflicts that may prevent attendance

___ National Director / Equipping Team Lead

- Will coordinate with Instructor(s)

___ Nearby Huddles (as appropriate)

___ Invited guests¹

___ Choose venue; Considerations:

- 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)
- If retreat, they can handle projected attendee number (we can discuss options via phone)
- Price – keep as low as possible to prevent price from being an obstacle to attendees
 - Why we prefer church camps/retreat over hotels... MUCH cheaper and better for fellowship!
- Meeting 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
- Ideally, easy access to running/riding/hiking with facilities to shower afterwards
- Childcare capability with appropriate facilities (if desired)

___ If Conference-style, 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)

___ Complete Budget with ND to determine price structure (see next page for example)

___ Setup registration (online and/or paper). Active.com can be a great tool for registration (if desired. Free of charge, easy, donation option available)

- Include “Release and Waiver of Liability” – or – have these available at registration
- 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”.

Publicity:

___ Craft catchy, *short* invitation including event, date, location, cost, reason why people should come

___ Email: ___ FCA-E teammates/ministry partners in state/surrounding states (if appropriate)

___ Huddle Leaders

___ Post on: ___ NING – Add to event calendar and invite all Huddle Leaders

___ NING – Add to Forum

___ NFB

___ Post on Huddle website and/or group

___ ND will coordinate placement on EMI website

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EMI Sample Budget

Assumed participants*

20

EMI Costs	Total Cost	Cost Each
Instructor Travel	\$800.00	40
Instructor Room and Board (for 2)*	190	4.75
Meeting Space – (often included w/ package)		0
Snacks and beverages		\$7.00
Materials (binders, copying, etc)		\$15.00
Childcare costs - optional to pass on		0
Scholarship fund - optional to pass on		7
Fixed Total - conference costs		\$73.75

Participant Costs passed on per person:

Room – bunk in cabin		\$95.00
Room - double occupancy in lodge room		\$150.00
Room - single occupancy in lodge room		\$200.00
Meals - (sometimes included in package)		\$0.00

Total EMI Costs (add EMI costs and rooming costs)

Room – bunk in cabin		168.75
Room - double occupancy in lodge room		223.75
Room - single occupancy in lodge room		273.75

In a conference setting, all the participants need to cover are fixed EMI costs, and perhaps meal or two. Housing is taken care of through staying at home, homestays, or separate personal hotel costs. This keeps the cost down and is a great option. However, the fruit of both uniting and equipping is sacrificed a bit by going this route.

This example includes some hypothetical numbers to give an example. Most of the EMI Costs are fairly fixed. The Housing/food costs will vary greatly depending on the venue.

Also, in many cases, specific gifts are made locally to help offset EMI costs. These typically go to help with fixed costs, reducing the cost for everyone!

Lastly, the ND has a document like this as an excel spreadsheet where the formulas are already plugged in.

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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: ___ NING – drive traffic through the Forum
 - ___ NFB
 - ___ Update Huddle website and/or EMI website and/or National website
-

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
- ___ Finalize research on physical training venue (training routes, maps, etc.) and recruit activity leaders (i.e. leader of 3 mile run, 6 mile run, fast bike ride, and slower/shorter bike ride, etc... whatever is offered)

Publicity:

- ___ Phone *call*: ___ ALL key people you'd like to invite, anyone 'on the fense'
- ___ 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: ___ NING – drive traffic through the Forum
- ___ NFB
- ___ 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)

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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
- Testimonies from past EMI participants

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Appendix B: Sample schedule for weekend retreat:

Please coordinate all schedule changes with instructor(s)

Friday:

5:00-5:45 Check-in/Registration

6:00-6:45 Dinner

7:00-7:45 Weekend Overview

8:00-9:00 “Endurance sports outreach in the 21st Century”

- Demographics, the importance of relationships & proving that faith “works”

9:00-9:30 “Minnesota Mixer” – an exercise in getting to know one another _

Saturday:

7:00-8:00 Morning run

8:00-8:45 Breakfast

8:45-9:30 “Christ’s story in your life”

- How to focus your testimony on Christ’s work in your life

9:45-10:00 Example: *Rolling Testimony*

10:00-10:45 Testimony writing workshop

11:00-12:00 “Divine appointment preparation”

- Overcoming fears, steering conversations, methods

12:00-12:45 Lunch

1:00-1:45 “Are You Ready For This Race?”

- How to concisely, convincingly present the Gospel

2:00-2:15 Example: *Drawing in the Dirt*

2:15-2:45 Evangelism Methods Workshop I

3:00- 5:30 Afternoon ride – run & *SHOWER*

5:30-6:15 Dinner

6:30-6:45 Example: *The Upset*

6:45-7:15 Evangelism Methods Workshop II

7:30-8:30 Basic Follow-up techniques

8:30-8:45 Example: *Life-Training*

8:45-9:00 Q/A

Sunday:

7:00-8:00 Morning run/hike

8:00-9:00 Breakfast

9:15-10:30 Worship Service

10:45-11:45 Pack up and check out

12:00-1:00 Lunch and Closing Prayer

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Appendix B cont'd: Sample schedule for two-day conference, mid-day work-out:

****Please coordinate all schedule changes with instructor(s)****

Friday:

- 5:30 – 6:30** Check In/ Pasta & Salad dinner hosted by FCA Endurance local Huddle
- 6:30 – 7:15** “The Big Picture”
- Weekend overview
- 7:30 – 8:30** “Endurance Sports Outreach In The 21st Century”
- Demographics, the importance of relationships & proving that faith “works”
- 8:30 – 9:00** “Phoenix Phunango” – (optional) – an exercise in getting to know one another

Saturday:

- 8:00 – 8:15** Opening Scripture & Prayer
8:15 – 9:00 “Christ’s Story In Your Life”
- How to focus your testimony on Christ’s work in your life
- 9:15-9:30** Example: *Rolling Testimony*
9:30–10:15 Testimony writing workshop”
- 10:30–11:30** “Divine Appointment Preparation”
- Overcoming fears, steering conversations, methods
- 11:30 – 12:15** **Devotional and Lunch (Subway on-site)**
- 12:15-1:00** “Are You Ready For This Race?”
- How to concisely, convincingly present the gospel
- 1:15 - 1:30** Example: *Drawing in the Dirt*
1:30 – 2:15 Evangelism Methods Workshop I
- 2:30-2:45** Example: *The Upset*
2:45-3:15 Evangelism Methods Workshop II
- 3:30 - 4:30** Basic Follow-up techniques
4:30 - 4:45 Example: *Life-Training*
4:45 – 5:00 Q/A
5:00 Closing Prayer
- 5:00 – 6:00** Trail Run - optional
- 6:30- ?** Dinner at _____ – optional & not included in registration cost, families welcome

Optional other fellowship and entertainment after dinner. (movie, hike, drive...)

Sunday: (all optional)

- 10:00- 11:00** Sunday School Class (optional)
11:15- 12:30 Contemporary Church service (optional)
- 1:00- ?** BBQ at _____. Families welcome. Potluck style.
Menu will be divided up among those attending the week of the event.

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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): _____			
Amount of deposit: _____			Grand Total: \$0.00
			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/Weekend Overview* 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)
- Testimony Writing Worksheet
- Blank sheet of paper

Tab 5:

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

Tab 6:

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

Tab 7:

- Slides for *Evangelism Workshop* presentation (printed 2 per page)
- Blank sheet of paper

Tab 8:

- Slides for *Basic Follow-up Techniques* presentation (printed 2 per page)
- 2 pieces of blank paper

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Appendix G: Shopping list

- Black or blue hard cover notebooks (one per participant)
- 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
- Small loaf of French bread
- Small bottle of Manishevitz Concord Grape wine (Jewish food section of a normal supermarket) or grape juice

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
- One plain glass plate, a plain cloth napkin, and plain as possible wine glass
- A guitar to borrow (in the event we have someone who can play it)