

Try to schedule O AFC weekends one year in advance. This advanced schedule is to be sent to O AFC headquarters for their records and publishing in the O AFC CRIER. Your group's Pastoral Advisor should be able to give much help in scheduling because of his frequent contacts with many pastors. Scheduling gatherings on the same weekend each month helps directors and youth to plan and insures better attendance.

O AFC WEEKEND

(MONTH/DAY/YEAR) (HOST CHURCH)

3 MONTHS OR MORE IN ADVANCE

CHECK WHEN DONE NOTE: The asterisk (*) denotes preparations with your Ambassadors. A monthly Group Newsletter is the best way to communicate these. The pound sign (#) denotes preparations with the host congregation.

- # 1. Contact the pastor or other leader, verify the weekend, and record the date and church above.
- # 2. Send the Pastor or leader of the host church the following:
- A) "O AFC Regular Weekend Schedule" Form 110.
 - B) "Guidelines for Arranging an O AFC Weekend" Form 120.
 - C) "Information for Host-Church Pastors" & "Guide for Morning Worship" Form 130.
 - D) "Guidelines for Host Families" Form 140.
 - E) "O AFC Host Sign-Up Sheet for Ambassadors" Form 150.
 - F) (if pastor or church is new) O AFC Brochure - to familiarize them with O AFC.
- * 4. As soon as is convenient, let your Abassadors and perhaps others (youth groups or churches in your area) know the dates and places of upcoming weekends. Send them details about each weekend closer to the date (see "3 - 4 weeks prior" section).
5. Check supply of weekend materials including "Assurance of Heaven" tracts and Jn 3:16 cards and order if necessary.

3 - 4 WEEKS PRIOR TO THE WEEKEND

- * 6. Remind the Ambassadors of weekend date, location, and directions to the church.
- * 7. If car pooling is used to get to the weekend, be sure there is adequate transportation and that all involved know when and where to meet.
- * 8. Select the text for Small Group Bible Studies for Friday night. Notify your group of this text so they can study it in advance and be well prepared.
- * 9. If you want certain persons to prepare in advance songs, dramas, puppet plays, testimonials, etc., assign and explain responsibilities to these people.
- * 10. Notify all leaders of their duties for the weekend.
- # 11. Give the host church an estimate of how many persons you expect for the weekend.
- # 12. Ask the host church pastor if he would lead the "Christian Renewal of Baptism" or another Bible study on Saturday morning. If he will lead the baptism study, send him a copy, Form 700 and a copy of the "Cross Witnessing Method" Form 310. Also, if the pastor desires it, send on a loan basis a cassette tape of the baptism study.
- # 13. Ask the host pastor about his desires for O AFC's participation on Sunday morning.
- # 14. Ask the host pastor or other coordinator if he would like a special witness tract or church info brochure handed out during surveying. If he so desires, ask him to have these on hand at the weekend.
- # 15. Discuss with the host pastor or other coordinator your transportation needs for Saturday AM & PM surveying and for the nursing home visit. Encourage them to enlist adult drivers to meet the needs.

5 OR MORE DAYS PRIOR TO THE WEEKEND

- # 16. Contact the host congregation to tell them of the expected attendance and to make certain all preparations are ready; ___ host families ___ # of beds needed ___ meals
 ___ survey areas ___ nursing home visit ___ transportation

FRIDAY EVENING UPON ARRIVAL

17. Receive the "Host Sign-Up Sheet" from a representative of the congregation.
18. Designate someone to phone "stand-by" host families A.S.P.A. (if they are not present Friday night) to notify them if they will not be having guests.
19. Set up a registration table and arrange rooms or meeting areas for the small group Bible studies.
20. Set up a circle of chairs where you will meet. It is better to start with less chairs than needed and add chairs as the group increases.