

# Ellis 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 Ellis Baptist Association. Priority for use is given to EBA churches.
2. The EBPT may not be taken outside of the EBA area without approval from the office of the EBA Executive Director.
3. The rental fee for the EBPT Trailer is \$50 for the trailer use, and \$100 deposit that will be returned upon completion of the inspection checklist. Rental fee for non-EBA churches is \$200.00 for the use and no deposit.
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. Non-EBA churches must reserve a month in advance. To reserve the trailer, contact Darla Schembera at 972-937-9320 or email eba@eba.life.
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 EBA/Ellis Christian Women's Job Corps. (*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 EBA office before an organization can take possession of the EBPT.**

# **Evangelistic Block Party Trailer (EBPT) Instructions**

Ellis Baptist Association  
Contact Darla Schembera to schedule the trailer  
at 972-937-9320 or email [darla@eba.life](mailto:darla@eba.life)

## **Pick up and return of the EBPT**

This trailer provides the basic resources needed to conduct an evangelistic block party in any community within the Ellis Baptist Association. We are providing this trailer to help EBA 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. 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 small-membership church to use the trailer.

These instructions explain how to use each component in the trailer and return it 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.

These instructions are also printed on individual laminated sheets that may be given to the person responsible for each area.

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## **CHAPTER ONE: EVANGELISM**

1. Priority reservations are given to churches that are using the EBPT for evangelistic 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](http://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.
7. 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: TENTS

***Before setting up any of the tents, please consider if we are having a windy day. Any winds in excess of 20mph can damage the tents. If the wind reaches these speeds during the party, the tents should be taken down immediately. Churches will be held responsible for damage to any of the tents.***

***If the tents become wet for any reason, please dry them off before returning them to the trailer. If you are unable to dry them for some reason, let Darla Schembera know immediately upon the return of the trailer.***

1. There are four 10'x10' EZ-UP tents.
2. Use four people to set up tents. EZ-UP tents can be set up in about 4 minutes each.
3. 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.
  - d. There are 5 Gallon buckets in the trailer and these may be used to anchor the legs of the tents by filling them with water or sand.
4. 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 THREE: POWER**

1. The EBPT comes with a 4375 watt generator, two 50 foot cords, and one 100 foot cords. It is best to use power from the facility or church.
2. 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.
3. Please check the oil before cranking. Please note if there is a "low oil" light.
4. PLEASE TRY TO RUN THE GENERATOR UNTIL THE GAS TANK IS EMPTY BEFORE RETURNING IT TO THE EBPT.
5. You may need to alternate the popcorn and snow cone machines if you are working on generator power.
6. The generator may not have enough power to run all the equipment at one time.

## CHAPTER FOUR: SOUND

The EBPT includes a sound system, stands, and a microphone.

1. Place sound system on a table near the stage or program area.
2. Place on stand at needed height and as level land allows, (no more than 6-8 FT.)
3. Remove microphones from its case.
4. Remove microphone cords from the compartment in the sound system and attach those cords into the system.
5. Adjust volume to get desired sound level.
6. Please return the **clean and dry** stand into the bag and place on the marked top shelf in the trailer.
7. Return the **clean and dry** sound system to its place in the trailer.

## CHAPTER FIVE: 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

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. 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.
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.
5. Place sno-cones in the holder.
6. Add flavored syrup to the cone. One pump of syrup is enough for an average sno-cone.
7. Please thoroughly **clean and dry** the sno-cone machine and syrup pumps before returning them to the EBPT.

### C. Grill

1. 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.

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

## **CHAPTER SIX: GAMES**

There are 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**

There are several carnival type games included in the trailer in addition to a kickball and a paddle ball set.

Small game prizes are not essential but are well-received. Remember to take advantage of lines to share Christ with parents and children. If no line develops, play a longer version of the game. If a line begins to develop, you may then want to limit the game back to the shorter version.

## **CHAPTER SEVEN: 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 each tote).
3. Please be sure to ATTACH ALL 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 content labels on the bins 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.**

## APPENDIX 1: ITEMS NEEDED

**Here is a 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 lighterfluid
- 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
- 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