

## **Welcome to Theophilus: The Weekend**

-March 21-24, 2014, Black Lake Bible Camp

**We are privileged and excited to have you staff with us at The Weekend 2014! Thank you for your partnership in the Gospel and your investment in the lives of Students. This ministry of Theophilus would not be possible without your presence and commitment. We are incredibly grateful that God has made it possible for you to join us.**

**Our theme this year is Discipleship: WALK AS JESUS WALKED. 1 John 2:6 states that those claim to be in Christ must walk as Jesus walked.**

**Our prayer is that you will gain a fresh look at Christ and see in His humanity a model of how God intended us to live life. Allow the Spirit of God to teach you . . . look honestly at the Scriptures . . . and allow Him to transform your life. Hebrews 3:1 in The Message version of the Bible challenges us "to take a good hard look at Jesus. He's the centerpiece of everything we believe."**

**For years we have been studying the life of Christ . . . and what we love about Him is that He is a very deep well . . . continually giving us new living insights about living for Him. Our desire in this conference is to help you and your students "take a good hard look at Jesus."**

### **Black Lake Bible Camp (Olympia, WA):**

-We are privileged to partner with Black Lake Bible Camp again for this year's conference! A high quality, year round camp and conference that features a skilled staff, great facilities, beautiful surroundings, comfortable lodging and numerous recreational activities. If you would like a preview of Black Lake Bible Camp, visit: [blacklakebiblecamp.com](http://blacklakebiblecamp.com).

### **Westward:**

-This year, our worship will be lead by Westward. Westward is based out of Portland Oregon and was formed in December 2011. They reflect a mature sound and style that is based off of creative guitar licks, meaty bass grooves, modern rock beats, and catchy melodies. You can preview their music and learn more about them at: [facebook.com/westwardmusic](https://www.facebook.com/westwardmusic)

### **Drew Berryessa:**

-Drew Berryessa has served over 10 years as the Program Manager for Portland Fellowship, a ministry to men and women who struggle with unwanted same gender attractions. Portland Fellowship ministers to the families of those who have embraced a homosexual identity, and serves to educate and equip the local church to address the issues of sexual and relational brokenness. Drew is a graduate of Multnomah Bible College, holding a Bachelors Degree in Ministry and Leadership. You can learn more about Drew and the Portland Fellowship at: [portlandfellowship.com](http://portlandfellowship.com)

**Prior to arrival:**

Please be sure...

...you have completed your **Staff Application** and have received an **approval email**. Individuals who have not completed their application or received an approval will not be permitted to stay at the conference.

...you have made arrangements for your final payment. We are able to receive cash, checks and credit card. **Checks should be made out to Village Baptist Church with "Theophilus" written in the Memo section. Credit card payments please include a \$5 processing fee.**

**What To Bring:**

-clothes, warm coat, work clothes & shoes, rain jacket, toiletries, bedding, sleeping bag, pillow, laundry bag, towel, snacks, flashlight, alarm clock, umbrella, Bible, notebook, writing utensil and snacks to share with your small group.

-Please do **not** bring any of these items: firearms, fireworks, knives, alcohol, drugs, tobacco or anything that would distract your attention from your students.

**Small Group Assignments:**

-Small Group Assignments will be mailed at least 1 week prior to the conference. Getting to know the students can begin ahead of time for a staffer. You may use the week prior to camp to begin praying for and connecting with your students. Though we do our best to send you the finalized list, Small Groups and Assignments are subject to change.

**Staff Check-In:**

-When & Where?

-Staff check-in for The Weekend is in the Mt. Hood Room from **2:00-4:00pm** on the first day of camp (**Friday, March 21**). If you are planning to arrive later than this time, please inform our Conference Administrator immediately.

-What do I do after I Check-In?

-We encourage staffers to arrive early and get acquainted with the grounds, get settled in your rooms, pray, help with setup, and get ready to greet students when they arrive at 6:30pm. **We will be holding a 1 hour Staff Orientation at 4pm in the Conference Center 201.**

-If you have arrived early and need to grab any snacks/supplies, there are several stores close to Black Lake within just a few minutes. Some options include: Costco, Fred Meyer, Wal-Mart, Albertsons and Starbucks. Note: **Once The Weekend begins, we ask that you do not leave the camp grounds.** If you are in need of anything, please ask our Lead Staff for assistance. The Camp Store will also be made available for snacks, beverages, apparel and gifts on Saturday/Sunday.

-Upon Check-In, each Small Group Leader will receive a Staff Bag that contains: Room Assignments, Student & Staff Shirts, Lanyards, Name Tags, Conference Booklets, Pens and more..

### **Small Group Leaders Responsibilities & Expectations**

-Once students have arrived at Black Lake, it is important for students to stay with their Small Group Leader until they get fully acquainted with their surroundings. Our expectation is that our **staffers are responsible for their students and act as their guardians for The Weekend**. This does not mean you have to hold their hand throughout the entire conference but that you know your students' whereabouts at all times. If students are planning to go somewhere without you, simply have them let you know. At times, emergencies do arise where parents need to come and collect their children. In these sorts of situations, we will be seeking out their Small Group Leader to locate them and expect that you will know where they are. **Our hope is that our staffers would spend as much time with their students as possible**. Many of our students come from environments with very limited healthy adult interaction. We strongly believe that your presence with our students during this retreat will greatly impact our students in these formative years. **We also want students to participate in all aspects of The Weekend**. This means that students should be present for all meals, morning & evening worship sessions, [theo] serve, [theo] sports, [theo] labs and Lights Out. Small Group Assignments have been carefully prepared, **no group switching is allowed**.

### **Boundaries:**

-At Theophilus, we ask that our Students & Unmarried Staff maintain strict physical boundaries during The Weekend. Students and Unmarried Staff are not allowed in the rooms of the opposite gender. Also we ask that Students & Unmarried Staff refrain from excessive displays of affection and inappropriate touching.

### **Getting Settled:**

-After Friday's Dinner, Small Groups may retrieve their luggage and proceed to their rooms. Once every student has arrived it is a good idea to do introductions, establish room rules, and possibly do an ice breaker activity. This could include a game, or even leading your small group on a small tour of the campgrounds.

### **Room Clean Up:**

-Keeping the room clean is very important with many people living in close areas. To help facilitate this, we ask that you set some room rules regarding clean up and instruct your small group to work together to keep your space neat and orderly. Please report any problems, or broken fixtures immediately. **Small Group Leaders and Students may be held responsible for any room damages**.

**Room Rules:**

-General Retreat rules will be introduced during the first Evening Session. Room Rules are left up to the Small Group Leader's discretion. Room assignments have been carefully prepared, **switching is not permitted.**

**Encouragement Envelopes:**

-All throughout The Weekend, our students and staff will have the opportunity to write letters and notes as an expression of love, care and encouragement towards one another. Every student and staffer will have their own envelope and they will be located in the **Mt. Olympus Room**. We encourage all Small Group Leaders to take some time to share some thoughtful words with their group members.

**Recreational Activities:**

-While the water related features are not available during the spring, BLBC has much to offer during Free times. Check out the newly built Gymnasium, Game Room (Gym 102), Miniature Golf Course, Frisbee Golf Course, Gaga Ball, Volleyball and Soccer. Paintballing is available on Sunday afternoon for \$20. Please let the Lead Staff know immediately if anyone in your group is interested.

**Theophilus T-Shirt:**

-T-Shirts for students and staffers will be included in the Staff Bags upon arrival. Staffers are responsible to distribute the assigned sizes to their students upon introduction. These shirts are to be worn Sunday morning for the Conference photo. The T-shirt is free with registration. Sizes were requested from families prior to arrival. If no size was given, students have been assigned an approximate size. **Due to limited supply, we are not able to exchange sizes at this time.**

**Staff Meetings:**

-Every morning at **7:30am**, there will be a mandatory staff meeting for all small group leaders and most auxiliary staff. These meetings will be facilitated by the Lead Staffers. They will cover the day's schedule and address any changes that may have taken place. Our speaker Drew Berryessa, will also have an opportunity to go through that evening's message and debriefing questions. These will take place in **Conference Center 201** on Saturday and Sunday morning. **Please note: Monday morning's Staff Meeting will be held in the Mt. Hood Room.**

**Lights Out:**

-The Weekend is jam packed with activities throughout the day. It can be a physically, mentally, emotionally and spiritually taxing time. Proper rest and adequate sleep is critical to remaining alert during our times of worship and study. To ensure this, we have established that **Lights Out times are non-negotiable**. It is mandatory for all Students and Staff. Small Group Leaders, it is your responsibility to model and implement this with your students. We have allotted 1 hour for your group to prepare for bed which ought to be more than sufficient. Please work with our Security Team to make sure this time is properly enforced.

**Visitation During The Weekend:**

-Due to security reasons, Black Lake Bible Camp has a closed campus policy. **We do not allow visitors during the week.** Exceptions will be made only for a member of your church leadership who wishes to visit the students in his or her youth group during afternoon free time. Arrangements must be pre-approved by the Conference Director prior to visiting.

**Lost & Found Policy:**

-Please label all belongings. **Theophilus is not responsible for lost items.** Please keep track of all items brought to the conference. It is your responsibility to call Black Lake Bible Camp and make arrangements to look for and pick up lost items.

**First Aid Station:**

-We have a doctor on our staff available to assist with any emergency necessary medical treatment.

**Transporting Injured Students & Staff:**

-For all major illnesses or injuries, as deemed necessary by Theophilus' medical staff, Theophilus will transport the student/staff member to the closest hospital. In emergency situations, Theophilus may request ambulance service.

**[theo] serve:**

-One of the unique opportunities we have at The Weekend is to not only take in great teaching and participate in dynamic worship but to engage our broken world and put the Gospel into practice through service. Saturday afternoon, we will roll up our sleeves and break off into various work projects around the Black Lake Campgrounds and city of Tumwater & Olympia.

**[theo] sports:**

-Team building games and competitions that will put our students' strength, intellect, and determination to the test. Do you have what it takes to emerge victorious?

**[theo] labs:**

-[theo] labs serve as opportunities for our Students to further explore how their faith works out in everyday life. Our Lab Leaders will facilitate various sessions on topics that matter to this generation. We hope that they are spaces that engage our students and inspire creativity, provoke critical thinking and encourage stimulating discussions.

### **Prayer Team:**

- *"God does nothing, except in response to believing prayer."* -John Wesley. If we want to witness God do miraculous works, move mountains and transform lives during The Weekend, it will only come through prayer. We want to encourage all of our leaders and students to be in prayer leading up to, during and after the conference. In addition, we will have an intercessory Prayer Team covering us throughout the event. They will also be available to pray with both our Staff & Students all throughout the day. Our Prayer Team can be identified by their Yellow Lanyards.

### **Setup/Breakdown Ministry Team (SBMT):**

-One of our most important ministries that often goes unnoticed is our Setup/Breakdown Ministry Team. We strongly believe in this behind-the-scenes ministry that helps out with a variety of service oriented duties. Please help out our SBMT and the BLBC staff by picking up after yourselves, not moving around chairs/tables/equipment and putting all supplies back in their designated areas. Their ministry also includes: room setup and reset, praying over our meeting spaces, assisting lost students, and providing our evening refreshments. If they ask for your help, please give them a hand!

### **Security Team:**

-Our Security Team will be responsible to address issues related to curfew violation, possession of prohibited items, theft, violence and other threatening actions. Please help them by knowing the whereabouts of your students at all times, reporting suspicious behavior and adhering to Lights Out.

### **Cellphones:**

-In years past, we have asked both Students & Staff to adhere a protocol of no cellular devices. Our intent was to **limit distractions** and to free us in **giving our full attention to the conference**. With the proliferation of cell phone usage amongst students (*A 2012 study showed that 3 out of 5 tweens, students between the ages of 8-12, have a cellphone*) and its variety of practical functions (*time-keeping, alarms, notes, Bible, camera, flashlight, etc*), we are experimenting how to best employ the technology and incorporate these devices within the conference. We will be allowing students to use their cellphones **in appropriate settings**. In addition to the practical use of cell devices, we will be asking students to utilize Social Media to promote The Weekend, share how God is impacting them, post pictures and participate in some games. However, **we want our students to be fully present and focused on what God is communicating** and so we offer this usage as a privilege and not a right. Theophilus reserves the right to **revoke this privilege**, confiscate any devices of those who abuse this privilege and return the device after The Weekend. We ask that our **Staff model appropriate use, monitor student usage and take responsibility for any violation of this privilege**.

## **Check-Out Procedure:**

### Luggage:

-Please help your Small Group prepare for Check-Out by informing them Sunday evening of the next morning's schedule. We encourage Small Groups to begin the process before breakfast by packing up their belongings and cleaning out their rooms. If students are able to quickly eat, there will also be limited time before our final meeting to continue this process. Additionally, after we conclude The Weekend, there will be a short period of time to complete Check-Out. Small Group Leaders are responsible to make sure that their rooms are reasonably tidy and report any room damages. Please also check for any items that your group may have left behind. Once the room is clear, please instruct your Small Group to take their belongings to the Conference Field or the Mt. Olympus Room if it is raining.

### Lanyards & Badges:

-Please also collect your group's lanyards and badges and turn them into any of our SBMT, Lead Staff, or Audio/Video/Media Team. Students and Staff may keep the paper name tag insert only.

### Surveys:

-Each Student & Staffer will receive a Survey to complete. We want to make this the best possible event and experience for everyone involved. We highly value any feedback, suggestions and constructive criticism of The Weekend. Please have your groups complete this as their ticket onto the bus.

### Help:

-If you are able to stay and help out with any equipment tear down, load up and cleaning, we can use all the help we can get. This will also serve as an opportunity to continue our time together as a staff.

## **After The Weekend:**

-Our ministry to our students doesn't simply come to an end after The Weekend. Our hope is that the relationships built at the conference would continue on. We encourage Small Group Leaders to continue contact with, prayer for and friendships with your students. Please remember that students respect you and are watching/learning from your actions. We hope that our Leaders will continue to model the life of Christ in their actions, attitudes, lifestyle, choices and social media.

## Who's Who?

The Weekend Director:	Dan Son
The Weekend Administrators:	Joanne Doyle (Village), Jenny Kim (BLBC)
The Weekend Doctor:	Kenneth Lim
The Weekend Security:	John & Michelle Tae
The Weekend SBMT:	John Tae, Michelle Tae, Megan Wee, Josh Kim, Beth Erickson, Christine Kan
The Weekend Prayer Team:	Peter & Kelsey Kim, Daniel Lee, Amber Son, Christine Kan Sherie Drew
The Weekend Lead Staff:	Bang Nguyen, John Tae, Jen Morishima, Michelle Tae
The Weekend Emcees:	Josh Kim, Beth Erickson
The Weekend AVM Team:	Sam Pack, CJ Thompson, Galen Lee, Charome Kaocharoen, Sherie Drew
[theo] sports Team:	Josh Kim, Beth Erickson, Paul Cho
[theo] serve Team:	Josh Kim, Beth Erickson, Bang Nguyen

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**Check out the website from time to time for updates, prayer requests, and other important information as The Weekend gets closer! ([theophilus.info](http://theophilus.info) & [facebook.com/groups/theostaff2011](https://facebook.com/groups/theostaff2011))**