



As you prepare to lead the Jesus-Focused Youth Ministry Forum, use these instructions and tips as a checklist to make sure you are thoroughly prepared.

6 Weeks Before the Forum

1. Study and rehearse the Forum Schedule and PowerPoint Presentation Script.

Add your own illustrations so the presentation will be yours and lively. However, do not digress. The schedule is timed to cover essential information.

2. Note that the training takes participants sequentially through the entire *Jesus-Focused Youth Ministry Notebook*.

The slides match the book content and include references to session titles and page numbers in the upper and lower righthand corners of the slides. Knowing this will not only help your presentation flow smoothly, but will also help participants get a handle on the *JFYM Notebook* as a ministry resource. They can read it thoroughly and review later on their own.

3. Listen to the JFYM audio messages on the website barrystclair.com under "Leader's Strategy".

4. Review and become familiar with describing the resources. You can download those at barrystclair.com.

The resources are presented in each session throughout the day. The resources offered in each session apply to the topic of that session. Review the brief descriptions provided on the barrystclair.com website. Refer to the chart included at Slide 106, shown in the last session. This helps the participants to connect each of the six elements of JFYM with the corresponding resources.

Evening Before the Forum

1. Review all logistics with your Host. Refer to the Host Logistics page for suggested arrangements for:

- Room setup
- Participant Materials
- Breakout areas
- Lunch details

2. Set up everything and make sure everything is completely ready.

- Set up your laptop computer and cords. Test the PowerPoint presentation and sound.
- Review the FREE barrystclair.com resources on the PowerPoint and set up the resources display in the front of the room. This gives you access to the materials when you present them.
- Instruct the host to keep Forum Evaluation Form for distribution at the **END** of the Forum.
- Make a nametag for yourself. Your Host will provide markers and name tags at a table as participants arrive. **First names ONLY** should be printed large.
- Locate a visible clock to keep track of your time in each session.

3. Check with the Host and Photographer to ensure that they understand what is needed.

- The Photographer should take at least 50 action photos throughout the Forum and take a group shot before breaking for lunch.

During the Forum

1. **Keep close track of your time** throughout the day by having a large, visible clock in front of you. As you move through each session be careful not to get bogged down. Do not try to solve individual problems or get involved in lengthy discussions or testimonies. Time does not allow for it.
2. Encourage participants to **prayerfully engage** in the process to gain the most benefit from their experience at the Forum and to **discover God's unique vision** for their ministry.
3. During the first session, **collect the Information Cards (one per participant)**. Gather them from the tables at this point.
4. Inform participants that the **teaching method will be a "fire hydrant approach" covering the entire JFYM process in a day**—but this is only an Introduction. Let them know that you are available to guide them through the IMPLEMENTATION to MULTIPLICATION phases.
5. **Present each FREE resource with purpose and enthusiasm** at the proper place in the presentation and point them to barrystclair.com to download them. The PowerPoint and Presentation Script include pictures and complete descriptions of each resource. The participants can download them for FREE.
6. **Encourage each team to talk on the way home about getting together for the next 4-8 weeks** to create a "Team Plan of Action" to implement Jesus-Focused Youth Ministry.
7. **At the END of the day:**
 - **Fill out the Forum Evaluation Form at the end of the last session (one per participant).**
 - **Remind the photographer to take one group photo.**

After the Forum

1. **Thank your Host.**
2. **Gather and account for all of your personal resources, computer, cords, and notes.**