**3Story® Planning and Resources**

*August 2020*

*Note: The 3Story® event Host (a church pastor or point person for an area) should be given a copy of the Planning and Resources page (below) so you can coordinate with the host as to who will be responsible for each item.*

**Supplies Teachers Will Need:**

* Teaching Script
* PPT media
* Projection, Sound system for computer/projector and microphone
* Instrumental music for background as well as high energy music for breaks
* White board with markers and eraser
* Tech person
* Tech person’s copy of the script in a 3-ringed binder
* Bibles – The NLT 3Story Bible
* Computer with appropriate cords
* Microphone, stand and cords
* Music stand
* Bunch of grapes on the vine for session 1
* Grape vine with no grapes on it or dried up grapes hanging on it, also for session 1

**Printing**

* Fill in the blank – handout
* Attendance sheet, provided below

**Preparing your Team**

**Learn the Material**

(Don’t wing it) We recommend that teachers practice and learn their material well before any practice happens with the tech person. There are places where the teacher will need to insert their own story so you will need to spend some time preparing to make sure your story fits in timeline.

**Practice with Teaching Team and Tech person**

We also recommend a minimum of 2 hours practice time with your tech person and teachers together prior to the first time you teach.

It is especially crucial that you practice the transitions in and out of each video. This can get complicated, so make sure you are able to create a natural transition in and out of videos.

**Practice! Practice! Practice!**

Out loud is best. Seriously, don’t just read the script. Read it out loud and do your best to memorize sections.

**Practice the learning experiences** (remember the grapes).

**Manage your time.**

When timing goes wrong, it’s often because a teacher spoke too long, told too many stories or did not track the break time. The main teacher is also responsible for tracking time. When an audience feels that the teacher isn’t tracking time, they get nervous and actually stop learning. Help them absorb this content by managing the time and the room with excellence. You will also occasionally ask for “audience response”. Use phrases like, “We have time for 2 more…” so folks know you have to keep moving the content along.

**Actions Items**

1. Set date, location and target audience.

*We suggest a minimum number of 10 attendees for a good learning experience. There is not a “maximum” number of attendees but remember, as you audience grows, your timing will shift as it takes longer to draw people back from breaks or table conversations. So always allow yourself extra time if you go over 100 attendees.*

1. Create Teaching Team and assign roles
   1. Suggested: 2-3 teachers and 1 Tech person
   2. Who will connect with the host?
   3. Who will teach each section?
   4. If a meal is provided, who is in charge?
   5. Don’t forget to use the attendance pages provided by YFC Training to help your host track attendees (see below).
2. Contact [training@yfc.net](mailto:training@yfc.net) to inform training team of your 3Story® Training plan.
3. Practice script with all teachers and tech person (we suggest at least one week in advance of training so you can work out any kinks).
4. Check the venue. Request to have room set with round tables and chairs. Practice with sound system and projection system. Scout appropriate spaces for people to practice silence and solitude for at least 20 minutes. Scout restrooms just so you know.
5. Engage a team of people to pray for this event.

1. Check with host to make sure refreshments are provided at appropriate times.
2. Review the Host Instructions and any action items listed there (especially if you are the acting host as well as a lead teacher!)

3Story® Training Attendance Sheet

|  |  |  |  |
| --- | --- | --- | --- |
| Date: | | Location: | |
| **Name:** | **Email:** | **YFC Role:** | **Why You’re Attending** |
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Immediate Survey Questions:

What is one point that really stands out from your 3Story® Training?

Do you sense God nudging you for any action step?

Transformational Survey Questions (in 6 months):

How has 3Story® had an impact on the last few months of your life?

Where are you noticing God at work?

**3Story® Event Instructions**

*Updated January 2020*

*These instructions should be completed by YFC staff or any partners who are hosting the event.*

**Greetings, 3Story®Host!** What follows is everything you need to create an excellent 3Story® experience in your community. To host a successful 3Story® Training you will want to plan and prepare carefully. As the event host, you will work closely with the teaching team, the tech person, the facility representative, and the YFC ministry staff involved.

This document articulates the essential details that will ensure all of the 3Story® Training in your community happens smoothly. We strongly recommend that you also recruit a prayer team to pray before and during the event for you, the teachers, the tech person and the participants.

**Before the Training**

* **Reserve Meeting Space**
  + To determine the amount of space needed, set your attendance goals and include enough space for people to sit at round tables with 6-8 chairs.
  + If you do not plan to provide a meal for participants, we suggest pitchers of water, coffee, tea and some light snacks.
  + A room with windows, high ceilings, carpeting and a small stage works best.
  + A room that meets the “equipment specifications” is necessary.
* **Assist lead teacher in gathering materials and props.**
* **Market the Training**
  + Pursue the intended audience for the 3Story® Training: YFC staff, youth leaders, student leaders, volunteers, youth pastors and pastors. Recommended audience size ranges from 10 - 200.

**Scheduling**

* Work with teaching team to set-up a rehearsal time (requires approx. 3 hours). Rehearsal involves technical practice time plus teacher practice time to run through the training as well as team prayer time.
* The training schedule for the 3Story® Training requires 3 hours plus breaks and/or meals. (See sample schedule on 2nd page)

**Costs** **to Consider**

* Refreshments
* Possible facility fees
* Suggested honorarium for teachers: between $250 - $300
* Suggested honorarium for tech person: between $50 - $150
* Housing and meals for tech person and teachers if needed
* Meals for participants, if the schedule calls for them

**3Story® Training - Sample Schedule**

*3Story® Training can be one-day or spread out over one evening and one morning or two evenings.*

**Sample 3Story® ONE DAY**

Saturday

7:00 am Set-up AV, sound, signage, breakfast, name tags, chairs, books, etc.

8:00 am Registration

8:30 am Introductions, worship time –set up by the host

9:00 am Session #1 Abide

10:00 am Break

10:20 am Session #2 Discover, Disclose

11:20 am Lunch Break

12:30 pm Session #3Invite

1:30 pm Debrief, Feed-back and next steps. Formal Evaluation to follow via email survey

2:00 pm Tear down and clean up