

2019 Information Packet

JBA Evangelistic Block Party Trailer

What is it?

The *Evangelistic Block Party Trailer* is an evangelistic tool provided by the *Johnston Baptist Association* of Selma, NC with funds provided through our churches, the Baptist State Convention of North Carolina and the NC Baptist Foundation. The Block Party Trailer contains many tools and resources that can be used to reach our communities for Christ. These items are detailed on the planning sheet that is in the current edition of the association's block party manual. In addition to the trailer and its contents, our director of missions and other trained persons are available to help facilitate effective evangelistic events. Churches of the *Johnston Baptist Association* can use this trailer for the purpose of evangelism. You can reserve the trailer by returning a completed reservation form and \$200 deposit.

How do I reserve the trailer?

*All churches must submit a \$200 deposit and the Reservation Form at least 30 days prior to the event.

Rental Fee: \$250

* Can be sent with the reservation form or paid on the day of pick-up.

* No Cost for new church starts (5 years or younger). Paperwork must still be submitted.

Where is the trailer kept?

The Block Party Trailer is housed at Selma Baptist Church, 1500 N. Webb Street, Selma. Groups using the trailer are responsible for picking up and returning the trailer to this location. Contact the JBA to make arrangements to pick up the operating manual and keys.

What do I need to provide?

- A power source or you can use our generator (NC Law requires generators to be used properly - A \$500 fine will be imposed if not hooked up properly. NC Dept. of Labor occasionally performs "surprise" inspections.)
- Hot dogs, buns, and condiments
- Ice (for Sno Cone machine)
- A Certificate of Insurance must be sent to the JBA with the Association listed as the certificate holder.

What steps are necessary to use the trailer?

Step 1 Submit ALL paperwork and deposit to the JBA. **A certificate of insurance from your provider must be provided!**

Step 2 Make preparations as a church to share the gospel during your event.

Step 3 Pay the amount owed for use of the trailer. This can be paid up to the week of the event.

Step 4 Make arrangements to pick up the trailer. Make sure the transport vehicle meets the following tow requirements:

- 3/4 ton full-size truck is recommended and trailer hitch
- Hitch must be at a minimum class 3 (500 lb tongue weight with 5,000 lb load capacity). Class 4 is the best if possible (1,200 lb tongue weight with 12,500 lb load capacity).
- Hitch ball size must be 2 5/16 inches. There is a 2 5/16 hitch ball included in the trailer.
- Light hook up is a standard 6 pin with electric brakes.

Step 5 Complete the inventory checklist to make sure all items are present. Notate any damages.

Step 6 Return inflatables and food machines, **clean and dry**, back to the trailer. If there is damage (other than normal usage wear) the church may need to pay for replacement of broken item(s).

Step 7 Return the trailer back to Selma Baptist Church and back it in the designated parking area. Return keys and manual to the JBA the following day. If returned after 5pm, keys can be left in the mailbox on the front porch.

Step 8 Report to the Association any damage or supplies that need to be replenished.

Johnston Baptist Association, PO Box 356, Selma, NC 27576
Phone: 919-965-9450, FAX: 919-965-2287
*Email: **jbaoffice@me.com**, web: johnstonbaptistassociation.com*
Document updated: August 22, 2018

2019 Block Party Trailer Reservation Form

We hope that you enjoy using the JBA block party trailer. We pray that it will be a useful tool to minister to your church and the lost in your area.

Today's Date: _____

Church Making Request _____

Coordinator Name _____

Date Trailer to be Picked Up: _____

Date Trailer to be Returned: _____

Date of Party: _____ Time of Party: _____

Contact Phone Numbers: _____

Contact Email: _____

Mail to Associational Office a \$200 deposit to be submitted with this reservation form and gospel presentation agreement. This deposit reserves your spot and will be returned when the block party trailer is returned. If any damages or cleaning fees are incurred, the deposit will be used to cover these costs. Please return all items cleaned and DRY!

*Please call your insurance company and have them fax or email a current certificate of insurance.

Hold Harmless Agreement

In consideration of the use of the trailer, inflatable bounce houses, popcorn machine, cotton candy machine, snow cone machine, hot dog/bun warmer, tables/chairs, banners, and other contents of the block party trailer, User covenants and agrees to insure and hold harmless the Johnston Baptist Association from any and all liability in the movement, use, and the return of said equipment to the Johnston Baptist Association.

By *signing* and submitting this reservation request, we acknowledge that we have read, understand, and agree to the above stated policies related to the use of our associational Block Party Trailer.

Pastor: _____ **Date:** _____
(Signature)

Event Coordinator: _____ **Date:** _____
(Signature)

2019 Gospel Presentation Agreement

Thank you for your interest in using the Johnston Baptist Association's "Evangelistic Block Party Trailer." This significant tool is provided to our member churches as an aid to reach out into our various communities to make a positive impact in Jesus' name. As such, the whole intent of this trailer is to facilitate spiritual conversations leading towards a Gospel presentation and, hopefully, a profession of faith on the part of the participants. If you are not in agreement with these purposes, please allow other churches priority in the use of the trailer. Thank you.

Planning Phase

_____ We will provide / have provided training to our volunteers in evangelistic forms or methods.

_____ We will attempt to REGISTER each participant for follow-up (consider contact information, ages, grades of children, church affiliation, etc.)

Day of the Event

Some suggested evangelistic methods and strategies:

- **Make a Gospel presentation as a part of the registration process.** Have each family register and provide a Gospel presentation before giving the child or adult their "bracelet" (witnessing bracelet?), which gives them permission to use the games or eat the food provided.
- **Make the Gospel presentation on one or more occasions during the course of the event.** You may want to "shut everything down" and call the group together for an "assembly" to make an effective presentation and give people a chance to respond. (This is especially good with smaller groups or specially trained performers/performances—with puppets, for example, or skits or a play)
- **Have trained counselors walking about** to engage participants in evangelistic conversations over the course of the event (always a good idea—have EVERYONE trained in at least one evangelistic strategy) or **set up a "Witnessing Tent"** (separate from the "Registration Tent") where folk must go to receive their bracelet to access the activities after sitting through a Gospel presentation. (This is the preferred method used by "Child Evangelism Fellowship." It can handle crowds and does not block or slow down the registration table.)

Suggested witnessing tools for children:

- EvangeCube (use either the large "teaching size" for groups or smaller, individual cubes for one-on-one sharing)
- Witnessing bracelet (either plastic with colors or colored beads)—good follow-up reminder as well as doubling as a "pass" for access to activities.
- Wordless Book (using colors)
- Face Painting using symbolic colors that are explained as the drawing is created.
- Colored ribbons in a Bible explained
- ColorCube
- Colored Soccer Ball
- Witnessing "Mitt"
- Witnessing pen (with colors or with the EvangeCube pictures)
- Witnessing tracts

For adults:

- Romans Road
- F.A.I.T.H., E.E. or C.W.T. presentations
- Marked New Testaments

Follow-up Phase

_____ We have a plan for follow-up for the professions of faith that are made as a result of our using the “Evangelistic Block Party Trailer.”

Some suggested ideas are:

- The appropriate age-level Sunday School teachers make the follow-up phone calls, home visits and email contacts with the children that were registered.
- Additional Sunday School teachers or AWANA teachers are trained to come in and help with the increased class sizes.
- New Sunday School classes are organized, ready to receive the new converts.
- A “New Believers Class” is begun to introduce the new converts to the church and to reinforce their recent profession of faith.
- Mentors are assigned to each new convert to work through the “Survival Kit for New Christians” or some similar discipleship tool used for follow-up.

Remember: “Failing to plan is planning to fail!”

Also, “Go to the prayer meeting for rain in the midst of the drought with your umbrella in hand!”

I do hereby agree to provide a Gospel presentation to every participant involved in the “**Evangelistic** Block Party Trailer.”

Pastor Signature

Pre Operation Inspection Checklist

- Weather conditions are safe for operation
- All trained operators/attendants are present
- Ensure rides are properly inflated
- Inflatable is clean and free of stains
- Entrance safety net is secure and in place
- Entrance safety ramp is secured
- Warning/Rules signs are visibly posted
- Internal air pressure is sufficient for sure footing
- Passageways are clear of obstructions
- Ropes and foothold are strong and intact
- Inflatable is 20' clear of utility lines
- Blower is clean and firmly attached
- Blower is working and plugged into GFCI outlet
- Electrical cords are free from wear
- Check surrounding area for debris or anything that might puncture or damage the ride
- Check inlet tubes to make sure blowers are securely attached and that all zippers or outlets are closed
- All stakes, tie downs, clips, or ropes are covered
- When inflated, check for rips, tears, as well as signs of aging or cracking
- Point out and make all riders aware of the rules
- Inflatable must be securely anchored at all times
- Entry into the ride must be orderly
- Riders should be similar age, height, and weight
- Persons with mental and physical impairment should not be allowed to use the ride
- No riders under the age of 3 in large bounce houses
- No shoes, eyeglasses, jewelry, or sharp objects
- No rough play
- No food, drinks, gum, pets, or silly string
- Do not jump onto or off the ride
- Use whistles/signaling devices
- Keep patrons away from blowers at all times
- Deflate if wind exceeds 15 mph
- Go down slide feet first only
- No climbing up slide the wrong way
- No jumping onto the slide area
- Popcorn, sno cone, and hot dog machines are clean

Post Operation Inspection Checklist

- Rules/Warning signs are removed
- Inflatables are **DRY** and swept **CLEAN** of debris
- All games, tools, and accessories have been stored
- All items related to inflatables have been properly stored in the trailer
- All food machines are cleaned with soap and water, dried, and properly placed back in the trailer

Item Checklist

- Westinghouse Generator
- Bounce House
- Bounce House with Slide
- Little Tikes Toddler Bounce House with Slide
- Horse Shoe Toss
- Corn Hole Game (8 toss bags)
- Sno Cone Machine (syrups & cups)
- Cotton Candy Machine (floss & cups)
- Hot Dog/Bun Warmer (tongs)
- Pop Corn Machine (butter, salt, oil, & popcorn)
- 4 Tables
- 8 Chairs
- 2 Blowers
- 2 50 ft. Power cords
- 1 100 ft. Power cord
- 1 Banner
- 1 Ball & Hitch
- 1 Wrench
- 2 Mats
- 8 Stakes
- 1 Sledge Hammer
- 1 Mallet
- 2 Tarps/ground cloths
- 2 Canopies
- 1 5lb fire extinguisher
- 8 Warning Cones
- 2 GFCT Receptacles
- 1 First Aid Kit
- 1 Tool Kit
- 1 Bucket (cloths and cleaning supplies)
- 2 Rules Signs
- Manual

Operating Procedures for Inflatables

Each operator should read and understand the owner/operator manual.

1. Do not operate the ride if the wind exceeds 15 mph.
2. All riders must remove their shoes.
3. Riders must remove glasses and any loose or sharp objects.
4. Sort riders (4 yrs. and older) for large inflatables and (3-4 yr olds) for Little Tikes Toddler Inflatables. Only riders of the same size will be allowed in at the same time.
5. The rated capacity should never be exceeded. The capacity of the ride is 3-4 children max.
6. The operator should assist the riders when they enter and exit the ride.
7. The operator should position himself in close proximity to the entrance of the ride. There is a \$500 fine if the designated operator is not present.
8. The operator should watch the riders at all times. No rough-housing will be tolerated.
9. The rules posted on the warning sign must strictly be enforced by the operator.
10. When the time has expired for each ride, the operator should inform the riders time is up and to exit in an orderly fashion. Simply say, "switch" or blow a whistle.
11. The operator should assist the riders while they exit the ride.
12. The operator must remain in control of the ride at all times.

Proper Set-up Procedures

Note: Arrive early! Three hours before the event is not too much!

1. The site selected for set-up should be clear of debris and overhead obstruction. Debris includes sharp objects, sticks, stones, etc.
Note: A tarp/ground cover is recommended at all times.
2. Roll the inflatable out on the designated site.
3. Find the bottom edge of the inflatable where the tie downs are located and make sure it is stretched out fully.
4. Anchor the inflatable by using the proper anchoring devices and methods described in your owner's manual. The use of stakes—either corkscrewed or driven into the ground—is most common. Attach the stakes to the ride by clips or ropes. When stakes cannot be used, an alternative method must be used. One alternative method is the use of sand bags.
5. After the ride is anchored, attach the blower(s). Make sure the blowers are securely fastened to the air inlet tubes and all zippers or outlet tubes are closed.
6. Before plugging in the blowers, make sure the power cord or receptacle is the proper voltage and amperage required for your application.
7. Turn on the blowers and check for proper inflation. When deflating the ride, keep the ride anchored and other people away from the ride. Turn off the blowers and open all outlet tubes and zippers. Remain with the ride until it is completely deflated.

Pre-Opening/Usage Inspection

1. Ensure the ride is prepared to be inflated. Check the ride and surrounding area for debris or anything that might puncture or damage the ride.
2. Check the inlet tubes to make sure the blowers are securely attached and that all zippers or outlet tubes are closed.
3. Check all stakes, tie downs, clips or ropes. If the stakes are located away from the ride, they must be covered.
4. Check electrical cords for defects and proper connections.
5. Check the blower for proper guards and shields.
6. Make sure everyone is clear of the ride.
7. Turn on the blowers.
8. When the ride is fully inflated, check the outside of the ride for rips and tears, as well as signs of aging and cracking.
9. The inside must be checked for moisture, rips and tears, and debris.
10. Check to make sure that the warning sign is in good condition and clearly legible and visible to riders.

Emergency Procedures

Emergencies can arise for various reasons. The following are a few examples of emergencies and how they can be handled. This is strictly a guide to help you.

Weather

Bad weather can arrive in the form of rain, lightning, or strong wind. In each case you should evacuate the ride as quickly and safely as possible.

- **Remain calm!** If you panic your patrons may also panic. Stay calm and stay focused on your job, which is to help patron exit the ride quickly, but in an orderly fashion.
- After everyone exits the ride, follow your company's specific emergency procedures for shutting down the ride.
- When the ride begins operation, it should be inspected by a qualified inspector.

Loss of Electrical Power

When a loss of power occurs, the ride will slowly start to deflate.

- **Remain calm!** You will have ample time to help the patrons quickly and safely exit the ride.
- Contact your trained coordinator to check the problem. Do not leave the ride unattended.
- When the problem is corrected, a routine inspection should be performed by qualified personnel before the ride is put back in service.

Injuries

When an incident occurs, conduct yourself in a professional manner.

- **Remain calm!** If minor injuries, assist the injured person from the ride. Ask, "Are you ok?" Apply band-aid if necessary. Pray for the injured person.
- If major injuries, do not move the injured person!
- Contact first aid personnel or other services if required.
- Assist in crowd control to make way for emergency personnel and vehicles.
- Do not discuss the incident with anyone except your emergency personnel.
- Complete an accident report as soon as possible while the incident is still fresh in your mind.
- Every incident, no matter how small, should be reported to the JBA using the Incident Report.

Deflation and Packing Procedures

Taking down the inflatables typically requires three or four people. Turn off the motor. As it deflates, guide it down. If necessary, dry the inflatables. Ensure it is **completely dry** to prevent mold and mildew. Fold or roll up the inflatables the same way they were received. All food machines should be washed with soap and water, dried and placed back in the trailer. A cleaning charge will be assessed if these machines are returned dirty.

JBA Block Party Trailer Incident Report

Church: _____

Date Of Incident: _____ Time Of Incident: _____

Location Of Incident: _____

Event Onsite Supervisor: _____

Onsite Supervisor Phone #: _____

Name And Address Of Person(s) Involved In Incident:

Name	Address
_____	_____
_____	_____
_____	_____

Description of Injuries: _____

Emergency Notification Made By: _____

Property Damage: _____

Owner Of Property: _____

Address: _____

Home Phone: _____ Cell Phone: _____

Description Of Incident And Action Taken: _____

Post Event Follow-Up

Church Name: _____

Upon initial inspection, did you notice any items that were torn, broken, or unclean? If so, explain _____

After your event, were any items broken or damaged? If so, please explain _____

Please note that a \$35 cleaning fee will be deducted from your deposit if items are returned unclean!

Approximate number of people expected at the event: _____

Actual number of people in attendance at the event: _____

Were there any salvations? If so, how many? _____

Overall results of the event: _____

Please return this form to the JBA. You can fax to 919-965-2287 or mail to PO Box 356, Selma, NC 27576. **Once received, deposit will be returned.**