

## Preparation Guide

### Level 1 R.E.A.C.H. Training Conference

1. Contact John Ewart, President of R.E.A.C.H. Worldwide Ministries, at [jewart@sebts.edu](mailto:jewart@sebts.edu) to set up a date for a Level 1 training conference.
2. After confirming a date, each participating church will receive an implementation notebook. After receiving the notebook, read the job responsibilities for general officers and class leaders. Based upon these job descriptions, begin recruiting leaders and workers to attend the training. Provide them copies of the job responsibilities. The general officers will be key leaders in this strategic process.
3. Promote the date of the conference and strongly encourage participation by all of your Sunday school leaders and workers. The Level 1 training conference will last for 6 hours. Every general and class Sunday school leader, staff, other key church leaders, and workers will need to attend the first 4 hours. This is often done on a Saturday from 8:30AM-12:30PM followed by a light lunch. General Sunday school leaders, staff and those directly responsible for overall implementation of the strategy will need to remain for an additional 2 hours. Anyone is welcome to this time. This is often done after the lunch from 1:00-3:00PM.
4. Prior to the conference, prepare training packets for the conference participants from the notebook. Each participant will need a copy of the:
  - a. R.E.A.C.H. Contact Assignment Sheet
  - b. "I Know A Prospect!" Sheet
  - c. Entire Class/Small Group Implementation Information Section
  - d. Entire Outreach Strategy Implementation Section
  - e. Entire Prayer Strategy Implementation Section
  - f. Sample R.E.A.C.H. Experience Section (Optional).
5. The General Officers and any appropriate staff members will need copies of the entire Strategy Implementation Section.
6. R.E.A.C.H. Worldwide Ministries will also provide a master copy for a conference participant's listening guide prior to the conference day. This guide follows the conference presentation. It will need to be copied for each attendee. Normally the guide and packets from step 4 are combined in a folder for each participant.
7. On the day of the conference, the leader will need the ability to display a PowerPoint presentation on a screen. Please provide a laptop computer. If this is not possible, please advise R.E.A.C.H. Worldwide Ministries in advance. The leader will simply bring a flash drive, or CD. In addition, a large white or chalk board will be needed. The leader will also need a podium and large table for materials. Microphones and sound issues are left to the host's discretion.

R.E.A.C.H. Worldwide Ministries gives permission for the conference to be audio or video taped for the use by the church or churches actually attending.

8. Following the conference, R.E.A.C.H. Worldwide Ministries will be available to consult and advise all certified R.E.A.C.H. churches as they work through the process.
9. When the time is appropriate, Level 2 training can be discussed and scheduled.