

ONE BIG DAY

INFORMATION JUST FOR YOUTH PASTORS

The Northwest Conference is excited to host the One Big Day on Saturday, August 7, at Minnehaha Academy!

It will be an unforgettable day filled with fun and faith, explicitly designed with middle schoolers in mind. With students and leaders coming from all over our conference, our goal is to create moments that lead to a relationship with Jesus Christ and relationships with others in the church.

Welcome Carnival, tournaments, experiential worship stations, practical & relevant teaching, great worship, middle school food & more!

THE HIGHLIGHTS

- WHO'S IT FOR:** Students entering grades 6-9 in the fall of 2021
- DATE:** Saturday, August 7, 2021, 9:30 am - 6 pm
- COST:** \$40 per person (including adult leaders).
[Churches - you may want to add additional fees to cover transportation, etc. Or you may want to cover some of the costs for your students and/or adult leaders. The document titled "Student Sheet" is editable so you can make changes/additions.]
- REGISTRATION DUE DATE:** Turn your registration forms and money in by 5 pm on Monday, July 26. You should send one check from your church. Checks should be made out to Northwest Conference.
- ADULT LEADERS:** Leaders must be at least 18 years old (& have graduated from high school). Leaders must have completed a background check less than 24 months prior to the start of One Big Day. There should be at least one leader for every eight students.
- SITE:** Minnehaha Academy
4200 West River Parkway
Minneapolis, Minnesota 55406
- SPONSOR:** Northwest Conference of the Evangelical Covenant Church
3106 47th Ave. S Minneapolis, MN 55406
- ONE BIG DAY CONTACT:** Ginny Olson, Director of Youth Ministry. Ginny@northwestconference.org

The logo for 'ONE BIG DAY' is set against a background that transitions from orange on the left to purple on the right. The text 'ONE' is in a white, outlined font, 'BIG' is in a large, bold, white font, and 'DAY' is in a white, outlined font. There are faint, white geometric shapes (squares and rectangles) scattered across the background.

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OTHER STUFF JUST FOR YOUTH PASTORS

ADULT LEADERS:

Leaders are vital to the success of One Big Day. Because it's high energy, highly relational, often hot, & requires lots of walking and activity, not every adult is suitable to be a ONE BIG DAY volunteer. Prayerfully consider those you will ask to lead your students.

1. **Requirements:** Leaders must fill out the registration form, pass a background check, and be vouched for by their senior pastor, church chair, or church office administrator. Youth pastors cannot sign off on background checks.
2. **Ratios:** No church can participate in ONE BIG DAY without proper leadership. There must be one leader for every eight students (1:8). It is your responsibility to coordinate with another church if needed to comply with the ratio. Let the ONE BIG DAY registration team know who you are partnering with by July 27.
3. **Background Checks:** All Leader Background Checks must be performed less than 24 months prior to the start of One Big Day. The **Leader Background Check Verification Form** must be completed & mailed in with your payment (or emailed to ginny@northwestconference.org). If your church has not previously performed background checks on your leaders, talk with your insurance company for direction on this.

We want leaders to be able to fully immerse themselves in the ONE BIG DAY experience with their students. The ONE BIG DAY leadership team will work with leaders if it's necessary to discipline their students.

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REGISTRATION PROCESS:

Registration closes on Monday, July 26 or when ONE BIG DAY is full.

REGISTER FOR ONE BIG DAY IN THIS ORDER:

1. Download the registration materials at www.northwestconference.org
2. On each of the cover pages enter the amount you're charging your attendees and the date you want the forms returned to you (some churches add a transportation fee or pay for part of ONE BIG DAY so we left that blank).
3. All students & adult leaders must complete, sign, & return the paper registration and medical forms to you.
4. Run the Adult Leader Background Checks as needed.
5. Mail a church check payable to: Northwest Conference with ONE BIG DAY 2021 in the memo line for the registered group by July 27.
6. Email scanned copies of the following to Ginny@northwestconference.org by July 27. Travel with the physical copies:
 - Student and adult registrations
 - Medical forms
 - Adult Leader Background Check Verification Forms
7. Bring the COVID Release Forms to the event. You can also scan them and email them to Ginny@northwestconference.org by August 6. **Every participant MUST have a signed ONE BIG DAY COVID-19 HEALTH SCREENING to participate.**

WHAT TO DO WITH THE REGISTRATION FORMS:

- Make sure they are signed by all required parties.
- Review to see if there are any medical conditions listed.
- Scan all the forms and send to ginny@northwestconference.org by Tuesday, July 27.
- Keep the **original** registration forms with you during ONE BIG DAY. In case something happens on the way to/from/during ONE BIG DAY, you'll need to have these forms with you.

ONE **BIG** DAY

FAQS:

- Are there refunds?
 - Sorry, no. Due to the logistics of running an event of this size we can't issue refunds. You can however substitute another student for the one who dropped out. Email us at ginny@northwestconference.org and we'll help you out.
- How recent do the background checks need to be on our adult leaders?
 - They must be completed less than 24 months prior to ONE BIG DAY (by August 7, 2019)
- What if a student doesn't have a signed ONE BIG DAY COVID-19 HEALTH SCREENING?
 - We're sorry, but that student will not be able to participate. You will have to make accommodations to send them home.

CONTACT US:

- Email us at ginny@northwestconference.org (include One Big Day or OBD in the subject line)

LEADER BACKGROUND CHECK VERIFICATION FORM

COMPLETE AND MAIL/EMAIL TO Ginny@northwestconference.org by July 27.

1. First Name: _____ Last Name: _____

Company (i.e. Protectmyministry.com) that performed the background check:

Date of background check: _____

What was covered in the background check?

- | | |
|---|---|
| <input type="checkbox"/> Identity verification | <input type="checkbox"/> Motor vehicle record |
| <input type="checkbox"/> Database criminal search | <input type="checkbox"/> State driving record |
| <input type="checkbox"/> Sex offender's registry | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> County court record search | <input type="checkbox"/> Other _____ |

This adult is approved to work with minors: Yes No

2. First Name: _____ Last Name: _____

Company (i.e. Protectmyministry.com) that performed the background check:

Date of background check: _____

What was covered in the background check?

- | | |
|---|---|
| <input type="checkbox"/> Identity verification | <input type="checkbox"/> Motor vehicle record |
| <input type="checkbox"/> Database criminal search | <input type="checkbox"/> State driving record |
| <input type="checkbox"/> Sex offender's registry | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> County court record search | <input type="checkbox"/> Other _____ |

This adult is approved to work with minors: Yes No

3. First Name: _____ Last Name: _____

Company (i.e. Protectmyministry.com) that performed the background check:

Date of background check: _____

What was covered in the background check?

- | | |
|---|---|
| <input type="checkbox"/> Identity verification | <input type="checkbox"/> Motor vehicle record |
| <input type="checkbox"/> Database criminal search | <input type="checkbox"/> State driving record |
| <input type="checkbox"/> Sex offender's registry | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> County court record search | <input type="checkbox"/> Other _____ |

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This adult is approved to work with minors: Yes No

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4. First Name: _____ Last Name: _____

Company (i.e. Protectmyministry.com) that performed the background check:

Date of background check: _____

What was covered in the background check?

Identity verification

Database criminal search

Sex offender's registry

County court record search

Motor vehicle record

State driving record

Other _____

Other _____

This adult is approved to work with minors: Yes No

A church representative (Senior Pastor, church chair, or church office administrator) must sign off on this document. Youth pastors cannot sign for themselves.

"I verify that the above adult leaders have had background screenings completed through our church."

Church name: _____

Printed name of church representative: _____

Title: _____

Signature: _____ Date: _____

Please mail with your payment or email the completed form to ginny@northwestconference.org.