

OTTAWA

YOUTH
PASTOR
HANDBOOK



CHANGE
CDNF

YFC | Youth Unlimited™

- **WELCOME LETTER**
- **PLANNING GUIDE**
- **HOW TO PRESENT CHANGE CONF 2024 TO YOUR PASTOR/YOUR YOUTH GROUP/YOUR PARENTS**
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HEY YOUTH PASTOR!

We are so excited that you are attending Change Conf Ottawa 2024!

We know how much work goes into bringing a group to a weekend like this, and we're here for you. This guide will help you with all of the planning details.

Our team has planned each detail of Change Conf Ottawa with you and your group in mind. We recognize how crucial your role is and we sincerely thank you.

If you ever have questions or need any help, please don't hesitate to reach out. Someone from our team would be happy to help you!

See you on November 1-2 2024 at Change Conf Ottawa!

The Change Conf Planning Team
changeconference.com / support@changeconference.com
Text us at 226-240-9938

MONTHLY PLANNING GUIDE

JUNE/JULY

- Visit changeconference.com
- Create a budget
- Create a fundraising plan
- Meet with your lead pastor
- Purchase Early Bird Tickets
- Begin promoting Change Conf with our Media Kit and Promo Video
- Draft a parent communication to let families know about what to expect
- Visit the Conference Tools page on our website changeconference.com/tools

SEPTEMBER

- Continue to pray for Change Conf
- Compile a final details package for your youth and their parents. Include information on money matters, hotel details, transportation details, advice, and rules

AUGUST

- Make hotel reservations
- Determine your group leaders/chaperones
- Determine transportation to and from Change Conf
- Create a prayer guide
- Keep promoting Change Conf to your youth

OCTOBER

- Confirm hotels and transportation
- Plan the weekend itinerary
- Continue to register
- Give parents a way to contact you in case of an emergency. You should also have a list of how to get in touch with parents over the weekend in the case of an emergency
- Don't forget to bring your Change Conf tickets either printed out or on your phone
- Get ready to party with us at Change Conf!

HOW TO PRESENT CHANGE CONF

TO YOUR PASTOR:

Presenting new ideas can sometimes be a challenge, so let's make sure you have the right people supporting you. To get the ball rolling, the first person you will need support from is your Lead Pastor. With their support it will be much easier to gain the support of parents, students, and other board members. This should be done early on to allow time for questions and sharing. Here are some suggested ideas for starting the conversation:

- Show the Promo Video
- Explain how Change Conference can change the lives of your youth and ministry
- Be up front with ticket pricing and the early bird deadline. If you have to fundraise for the event, we encourage you to come with suggestions on how that can be done
- Consider ways to get the whole church community to participate and support their youth

TO YOUR YOUTH GROUP:

Get your youth group pumped up about Change Conf. We encourage you to challenge your students to invite their non-Christian friends to come to Change Conference.

- Use the promo materials available on our website (including our promo video and media kit changeconference.com/tools)
- Talk about the bands and speakers who will be at the event
- Pump up your group by playing Wande & Hulvey at youth group and get to know their music!
- Have your youth tell stories from past events at youth group
- Make it as cheap as possible for the students. Have your group work together to fundraise!
- Connect with us by tagging us in your posts [@changeconference](https://www.instagram.com/changeconference)

TO YOUR PARENTS:

If you want your youth to attend Change Conf, their parents need to first say yes! Here are some ways to get the parents excited for what God is going to do through the weekend:

- Have your lead pastor share with parents the importance of Change Conference (have them write a letter, etc)
- Show them the promo video and direct them to the website
- Ask parents to pray that God would reach the heart of their child and the entire youth group
- Have your youth tell stories from past events at youth group
- Think through all of the potential questions they could ask so you are prepared. If you need help answering any other questions, feel free to ask us!

BUDGETING

Before announcing Change Conf, you'll want to plan your budget so that you can give a cost that includes all the expenses: hotel, transportation, food, and registration.

REGISTRATION

See your event page for Registration costs and deadlines. changeconference.com/ottawa

ACCOMODATIONS

We have prepared all of this information for you on our Conference Tools page www.changeconference.com/tools/hotelsandfood/

TRAVEL

If you're bringing a smaller group, see if you can partner with another group in your area to charter a bus together. To find the best deal, obtain quotes from several companies before choosing one. Schedule travel time to allow a little extra time in case of emergency and arrive with plenty of time to check-in at the conference. Keep in mind that there is always heavy traffic on the Friday night! Always remember to take advantage of all of the travel time in the car/bus, and use this time to build relationships. The drive home can also be a great time to have good conversations and unpack what took place at Change Conf.

FOOD

Our Pre-Party and Leaders Meeting begins at 7pm on the Friday Night. You can choose to have students pack a meal for the car ride or stop for a quick bite before arriving. Please have your students eat breakfast before arriving on Saturday. Free snacks will be provided during the breaks. Many restaurants are within driving distance from Bethel Church. We will also have a food truck open for purchase for lunch and dinner. Try to estimate how much each meal will cost so the students will know in advance.

Check out the food suggestions at www.changeconference.com/tools/hotelsandfood/

REGISTRATION COSTS AND DEADLINES

EARLY BIRD PRICES

MAY 15 - JULY 15

Early Bird Full Conference - \$49

REGULAR PRICES

JULY 16 - OCTOBER 1

Full Conference Regular Price (combo ticket) - \$59
Group Regular Price (Buy 10/Get 1 Free) - \$59 each, \$531 for 10

LATE/AT THE DOOR PRICES

OCTOBER 1 - NOVEMBER 1

Full Conference Late/at the Door - \$65

FUNDRAISING IDEAS

- Bake Sale (Have students bake goodies and sell them after church service. Instead of charging per item, have the church members pay a “donation” per plate)
- Sell chips, candy, etc after youth
- Car wash
- Ask congregation members to sponsor a ticket
- Ask the senior pastor if the youth could lead the Sunday morning service. If your leadership is comfortable with it, ask that a special offering be taken up on behalf of your youth/youth ministry

Don't forget to have the students be involved. Also, don't be afraid to ask the church for donations! Ask your pastor if you can have a student share from the front how their life has been changed at a conference before.



PRAYER GUIDE

PRAY FOR YOUR GROUP

- A week or so before the event, gather your youth leaders and pray for each student specifically by name who will be attending the event
- Organize a night for your students to pray together for their non-Christian friends who will be attending the Friday Night Change Party
- Pray for safety for your group as you travel to and from the event
- Pray that God will speak to each of your students and that the Holy Spirit will be at work in their hearts
- Pray for your youth leaders: that this weekend would be a time of encouragement and growing even closer with God

PRAY FOR THE EVENT

- Join us for a day of Prayer & Fasting on October 9 2024
- Sign up to receive our prayer texts & join our 10 Days of Prayer starting October 9th 2024. Text "PRAYER" to (226) 240-9938 to sign up
- That students be encouraged that no matter what happens in our life - God has a way of working all things out FOR THE GOOD and for His glory.
- God be glorified above all else.
- For students to focus during the gospel message and have open hearts ready to receive what God has & respond readily to the Gospel.
- That there would be a powerful movement of the Holy Spirit in Toronto & Ottawa.

We are praying for you and your youth group! If you are in need of prayer, please email us at support@changeconference.com or text (226) 240-9938 and we will pray for you. During the Saturday Conference, we will have a prayer room open during the day. If you or your youth need prayer, we will be happy to pray with you. We also have a prayer team committed to covering the entire Change Conference weekend in prayer.

FRIDAY NIGHT SCHEDULE

6:30pm // Doors Open

7:00pm // PRE-Party

7:30pm - 10:00pm // Friday Night Change Conf



SATURDAY CONFERENCE SCHEDULE

8:30am // Doors Open

9:00am // Session 1

10:15am // BREAK

10:45am // Session 2

12:15pm // LUNCH

1:30pm // SESSION to intro breakouts

2:00pm // Breakouts #1 & Activities

3:00pm // BREAK

3:30pm // Breakouts #2 & Activities

4:30pm // DINNER

6:00pm // Session 4

7:45pm // End

FOLLOW UP

Youth Leaders, Workers, and Volunteers, thank you for the important work you do and for including us in your ministry year. The youth of this generation are amazing, resilient, and worth every minute that we pour into them. Together we can give your students the most amazing Change Conference experience ever! We've created a Youth Leader Follow Up Guide to help you prepare your leadership teams, parents and youth for this amazing event.

The Change Conf 2024 theme is FOR THE GOOD based on Romans 8:28.

We will be communicating the love and hope of Jesus and delivering the gospel clearly and effectively during Change Conf 2024. Our objective for all students is that they take a step closer to Jesus in some way.

Please go to: changeconference.com/tools/prep/ to download a copy of our Youth Leader Follow Up Guide.



WEEKEND SURVIVAL KIT

FRIDAY NIGHT CHANGE PARTY

- If you arrive on a bus... a member from our team will come onto the bus when you arrive and give you instructions on where to go to exchange your tickets for your group's wristbands.
- If you arrive in cars... please have yourself or a youth leader ONLY (no youth) go to the outdoor registration tent to exchange all tickets (either printed or on mobile device). The volunteers will scan each of your tickets and provide you with a wristband for each ticket. From there, you can give your students a wristband and they can get into line.
- If you are purchasing tickets at the door... have yourself or a youth leader (no students) go into the main doors to the Box Office. You can pay by cash, debit, or credit card (no Amex) at the doors unless it is sold out.
- *Reminder: We want you and your group to have the best experience possible so our team will be doing a routine bag check as part of our outdoor registration. Purses and backpacks will be checked at the door so please keep that in mind when planning your arrival time.
- You'll want to be in the sanctuary by 6:30pm. Our Pre-Party is from 7 to 7:30pm for all of the youth in the main sanctuary. While the youth are at the Pre-Party, you and your leaders are invited to our Youth Leaders Meeting. In this meeting we will discuss exactly how the Gospel message will be shared and what the students will be directed to do once they have made a decision. We will also take some time to pray for the students who are going to be there that night. While you are there, help yourself to a coffee and snacks! (You're going to need the energy!)

WEEKEND SURVIVAL KIT

SATURDAY CONFERENCE

- Doors open at 8:30AM. If you are planning to purchase tickets at the door, our Box Office opens at 8AM, unless we're sold out.
- Just for youth leaders: please join us in the Change Conf/YWC Leaders Lounge! The Leaders Lounge is open during both breaks, lunch and dinner. Eat tons of free food, meet other youth leaders, and maybe even win a prize!
- Prayer Room: We have a prayer team ready to pray with you and your students during our Saturday Conference, open all day.
- Take advantage of the lunch and dinner breaks and have your students review what they learned in the previous session. During the session, jot down some questions you can ask your students afterwards based on what the speaker was challenging the students on.
- The conference wraps up around 7:45 PM. It's important to stay until the end of the final session, as the speakers practically challenge the students at the end of their message. The final session has proven to be a very powerful moment for both students and their leaders.

FAQS

WHO RUNS CHANGE CONFERENCE?

Change Conference is hosted and organized by the Change Conference Team. The Change Conf Team loves the youth of Canada and values the incredible work of youth leaders. Our vision is for every youth in Canada to hear, respond, and live out the message of Jesus in their lives. Change Conference is a ministry under Youth For Christ Canada.

WHO IS YOUTH FOR CHRIST CANADA?

Youth For Christ sees the hope and potential in every young person we meet and we reach them through community specific programs. We believe that transformed youth have the opportunity to transform communities, our country, and the world. YFC engages and equips youth to know and follow Jesus.

WHAT IS THE TARGET AUDIENCE/AGE GROUP FOR CHANGE CONFERENCE?

Our target audience is Jr. High and High school age young people.

WHO IS REQUIRED TO REGISTER?

We recommend that youth leaders register their youth in a group for a simplified registration. Registrations can also be accepted individually. Everyone participating in the Change Conf experience will need a ticket. Each ticket will be scanned at the door.

FAQS

HOW DO I FEED MY GROUP?

We've compiled a list of convenient options! [Check out our food & accommodations page for a list of great ideas.](#)

I NEED OVERNIGHT ACCOMMODATIONS FOR MY GROUP

Thank you for making the trip to attend Change Conf! We are so excited to have you! We've compiled a list of convenient options! [Check out our food & accommodations page for a list of great ideas.](#)

CAN YOUTH ATTEND WITHOUT A CHAPERONE?

All attendees under the age of 18 are required to attend the conference with a chaperone. Attendees are the responsibility of their youth leader and/or parent that they attend the event with.

CAN I VOLUNTEER?

Of course! Please fill out our volunteer form and we'll go from there. We'd love to meet you! [Click here to apply to volunteer.](#)

FAQS

I HAVE MORE QUESTIONS: WHO DO I CONTACT?

We'd love to hear from you! Click here to contact someone on the Change Conf Team. Contact us at: support@changeconference.com and someone from our team will be more than happy to help!

DO I HAVE TO REGISTER FOR A SPECIFIC LOCATION?

Yes. To make sure that we have space for everyone we need to know which event you plan on attending. There are separate registration pages for: Toronto, Ottawa, Alberta, and National.

HOW DOES TICKETING WORK?

Tickets can be purchased online by the youth leader, parent, or student. We recommend that all students attend with a youth leader. Every student and leader attending is required to have a ticket. Youth leaders can buy tickets on behalf of their group for ease of purchase. Tickets will be required at the door for all attendees.

WILL THERE BE ITEMS AVAILABLE TO PURCHASE?

Yes, we will be selling Change Conf merch as well as Artist merchandise.

WE CAN'T WAIT
TO SEE YOU AT

**CHANGE
CONF**