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HOW TO USE THIS MANUAL

HOW TO USE THIS GUIDEBOOK

This guidebook is intended for your personal use, the Conquest club team leader, (ideally 14-22 yrs old). It is essential that you make it your own, personally writing and using it in preparing the weekly activities, as well as taking notes during the actual activities and events. This is the most important role in the club, and the success of the team is directly proportionate to your generosity in giving your time and talent for your boys.

In order to help foster this dedication and leadership, the adult mentor is present to actively encourage and motivate you. Ideally he will be reviewing your planning and preparation each week, offering his support, suggestions, and critique, all to form you into the true leader God calls you to be, with an apostolic heart on fire for Christ and His Church! Don't forget to ask him how to access your Team Leader Resource Page online at www.ConquestClubs.com.

The guidebook is broken down into the following areas:

1. CAMPAIGN OVERVIEW SECTION:

This is a complete overview of the entire proposed apostolic project the team should complete in the weeks allocated.

INTRODUCTION PAGE

PROJECT NAME AND LOGO: This states the suggested name and logo for the project.

SERVES: This indicates who or what is aided. (Poor, Family, Church, Friends, Sick & Elderly, or Community)

TIMEFRAME: This indicates the time of year best to apply this apostolic project.

PRESENT THE NEED TO MY TEAM: This area contains some questions for the you to pose to the team to incite discussions on the particular topic that will lead them to the apostolate. It also may contain some references that you can use (Catechism, Gospel verses, stories, etc.) to help motivate the team.

OUR CALL: This is a summary of the project, what the team is called to do to directly address the need.

WEEKLY PLANNING

MASTER PLAN BY WEEKS: This section lists the activities and planning steps to be taken week by week along with the appropriate weekly theme that links to the apostolate.

TACTICS BY AREAS

LOCATION: The suggested place(s) where the apostolate should be executed, along with some practical advice for the location planning.

PROVISIONS: A list of items and materials needed to carry out the project.

RESPONSIBILITIES: Since each boy needs a responsibility, this suggests some specific ones that will be needed for the project.

CONTACTS: We cannot complete our mission alone, so this provides a list of people with whom the message needs to be spread and how to do it.

DEBRIEFING

This area helps you to plan out the final details of the project including any last minute instructions for the team.

SPECIAL OPS: Provides key elements and best practices for the teams success.

CONTINGENCY PLANS: This provides variations of the project. Depending on circumstances, projects can be varied to meet needs of the team or locale.

PROJECT PLANNING NOTES: This area is left open for you to add your notes, specific details or assignments for your team.

ORGANIZING THE TEAM: This is where you can put the pertinent contact information for all those helping with this project including team members, adult volunteers and other contacts.

PLANNING THE TEAM APOSTOLATE: This gives you a complete project checklist to complete that will enable you to plan for success.

APPENDICES: Some projects have an appendix or two which gives you an example or references that may be helpful for how certain aspects of the project can be done.

2. WEEKLY ACTIVITIES:

PLAN & PREP

Each week you should review the following weekly plan with the adult mentor who can share some practical suggestions and tips to help you better prepare for that next weeks activities. It is vital that you plan out your weekly activities at least a few days in advance. Do not be afraid to call him during the week for advice.

EXECUTE

TEAM ACTIVITY TIMELINE: There are 7 steps to execute each week during your Conquest weekly activity..

STEP 1 - ATTENDANCE/OPENING PRAYER: There is a place for you to write down the date and who is present that week. Choose someone to lead the opening prayer. Does the team have any special prayer intentions this week? Make sure to record them in the space provided in this section.

STEP 2 - GOSPEL READING & REFLECTION: One member should be chosen to read the Gospel passage. At the end, instruct the members that there will be 1-2 minutes of silence. You then ask if anyone would like to share any lights or inspirations. Record notes in the space provided. Main points are also provided to assist you in leading the boys.





STEP 3 - THEME/ACTIVITY:

GOAL OF THE ACTIVITY: This states the primary goal for the week. You need to make sure each member understands clearly what it is.

KEY IDEAS: Usually 2 or 3 key ideas/messages from the theme are presented for you to emphasize to the team this week. These are what need to be presented through the dynamic activity.

THEME: This contains the topic that needs to be presented, discussed, analyzed and completely understood by all team members. Ideally, it is best to use this as a personal resource only for you to gain an understanding and come up with ideas to transmit this theme to the team. It is not meant to be read word for word, but rather summarized in your own words and stories.

DYNAMIC ACTIVITY: This lists a suggestion for the formative activity that will help get across the key ideas of the weekly theme. Additional ideas and resources can be found online in the Team Leader Resource Center. You may see the following symbols.

    = Approximate time required (15min~1 hour)

  = Indoor or Outdoor activity symbols

STEP 4 - COMMITMENTS: Some suggestions are offered here for a commitment that the team can make in the upcoming week that is related to the theme. Review last weeks commitments, and how many team members fulfilled it.

STEP 5 - APOSTOLIC PROJECT PLANNING: Review the previous weeks action items and record this weeks new actions to be completed.

STEP 6 - SPORTS OR FUN ACTIVITY: Some suggestions are offered for an active activity, that also ties in with the theme. Look for the symbols for required time and if it is for indoors or outdoors, or both!

STEP 7 - WRAP UP / CLOSING PRAYER: Are there any last minute thoughts or actions to be completed? If so, record them here. A closing prayer is also provided.

3. CREATE YOUR OWN PROJECT

Perhaps the apostolic project is not right for your team. Do you have another one in mind? Use this blank template to create your own. Scan it and send it in to the Conquest national office (email: info@Conquestclubs.com) and maybe it will be the next guidebook!

4. CAMPAIGN EVALUATION

This area is great to evaluate how well the team did overall for this campaign. There are questions for you to answer and review with the adult mentor and your team. There is also a space titled the “Hall of Fame” to record the struggles, fun, and fruit achieved from this project.



EXULTATION CELEBRATION

SERVES

Friends

TIME

Mar-Apr

THE NEED

What do you think of first when you hear the word Easter? (The Easter bunny)

Why does the Church celebrate Easter?

Do your friend and family really know the true meaning of Easter?

What comes to mind when you hear the word party or celebration? So often celebration and fun is mixed with a lot of garbage: a dance party where promiscuous music videos are shown, a make-out party, or watching inappropriate movies.

How can we celebrate Christ's resurrection with proper glory?

Jesus came to give us hope, peace, and joy. Christians are the happiest people, but we cannot prostrate ourselves before the gods of this world for enjoyment.

Let's throw a party to celebrate and teach our friends the meaning of Easter!

We need to create a positive party environment for our friends. We cannot let them fall into the traps the world sets for them today. It needs to be more fun than any other party but should not offend God as other parties sometimes do.

"DO YOUR FRIENDS AND FAMILY KNOW THE TRUE MEANING OF EASTER?"

OUR CALL

It's PARTY TIME!

EXULTATION CELEBRATION

CAMPAIGN OVERVIEW

SERVES

Friends

TIME

Mar-Apr

CAMPAIGN OVERVIEW

WEEK	STEPS	WEEKLY THEME
1	<p>Reserve a Place: You need to reserve the place for the party this week (whether it is a public place or someone's house).</p> <p>Budget: Do a simple budget to estimate what you need to charge.</p> <p>Invitations: Design the invitations and begin distributing.</p> <p>Posters: Put up all the posters you can.</p>	<p>The Theological Virtues in Conquest Members - The theological virtues give us joy and excitement.</p>
2	<p>Invite: Distribute invitations to everyone you know who is the right age (in class, at the parish, in the locker room, at the corner store, etc.). It does not matter if they are Catholic or even believe in God, as this party will help them be better people. Every team member should invite at least 3 of their friends.</p> <p>Replace: Check all poster locations, and replace those in bad shape.</p> <p>Final Steps: Finalize the logistics for the party. You need to ensure food and all forms of fun are there in abundance.</p>	<p>Effectiveness in the Apostolate Boys need to be effective to get all their friends and classmates invited to this party.</p>

EXULTATION CELEBRATION

CAMPAIGN OVERVIEW

WEEK	STEPS	WEEKLY THEME
3	<p>Testify: This week will evidently have formation and apostolate at separate times. It would be good to have the boys give personal testimonies about how they act according to their beliefs. Also testimonies about personal struggles to be faithful to who they are called to be.</p> <p>Final Prep: Last chance to work out all the details prior to executing the party.</p> <p>Party: The party should be Friday or Saturday of this week. Have a lot of fun and include a Gospel reflection after dinner (or lunch), and then get back to playing and having fun.</p>	<p>Coherence in Life - Be ready, Jesus is giving you a special call and it is an exciting adventure just like this week. Be what you claim to be!</p>

TACTICS BY AREA

SERVES

Friends

TIME

Mar-Apr

LOCATION

1. Find a fun place to have your party. A bowling alley, laser tag, park, or pizza place is great. Someone's house can work too, but make sure it is fun with stuff to play with such as age appropriate video games, a basketball hoop, or skateboard ramps. If most kids on the team attend one school, inviting a good DJ to the school gym can work too. Avoid church halls.

PROVISIONS

1. **Invitations:** These need to go beyond simple notes. Something about them needs to excite boys and have them want to give up \$5 dollars or whatever you decide to charge. An idea is to make a 3-D pop-up inside. If you can, you should put posters up in a parish or a school. It is very important that each team member invites at least 3 of thier friends not in the club.
2. **Food:** Pizza, Coke and Mountain Dew (not no-name soda), Lay's (not Sam's Choice chips), and a cake would be a good selection of food for such a party. You can also have a burger cook out instead.
3. **Games:** Boys need to provide items for sports, good video games, and other competitions such as trivia games. If they hold the party at a bowl-ing alley, laser tag, or go-cart track, this stuff will be provided.

EXULTATION CELEBRATION

TACTICS BY AREA

RESPONSIBILITIES

1. One or more boys needs to design the invitations and posters.
2. You can get one boy to collect admission at the door. Admission should be just enough to break even as charging too much will send kids away who you want there.
3. The boys of the team should be spread out among all the kids there to organize the various games, and to ensure it all stays positive.
4. One boy should prepare a brief 3-5 minute Gospel reflection for after the meal. This should be simple and applicable to 12-13 year old boys' lives.

CONTACTS

1. Manager or parents of party location: you need to convince them that you will take good care of everything. They need to see that you will be helping these boys become better people and it is not just fun and games.
2. If you want to hire a DJ: you need to be very clear what kind of music you want to play. He will probably be used to playing at least some bad music but since you are paying him, he will usually be willing to play whatever music you want. Requests should be filtered through you.
3. Friends and boys at your school: You need to emphasize the fun elements of the party. You can mention the positive formative aspects but this will not attract them there.
4. Parents of all the boys: they need to know that this will be good for their boys. The boys will enjoy it, but the parents need to know that they will be in a positive environment.
5. At the party: Every boy who is there needs to be exposed to what Conquest is all about. This is a great way to invite new boys into the club! The Conquest boys need to make sure every boy is having fun and offer the other activities if he does not like one.

SPECIAL OPS

1. Make sure it is really fun. We do not want this to seem like a “nerd party,” then Conquest will not be attractive to the boys who are leaders. Do not be cheap about what things you have because boys are willing to pay a few bucks as long as it is really good.
2. The boys need to avoid all evil at the party but other than a short Gospel reflection, the rest can just be based on human virtues.
3. The boys should not be afraid to approach older boys about this project. This should grab boys from the whole middle school.
4. Even if it is at a boy’s house, the boys must be the primary organizers, not the parents. Who wants to go to a party organized by parents who are 30 years older than the boys?

CONTINGENCY PLAN

1. If the boys have sufficient zeal, a great way to augment this campaign is to approach those who worsen our culture. People to approach would be radio stations that air disgusting songs or jokes, video stores that rent out adult movies, and advertisers who use half-clothed people to sell their stuff.
2. It would also be good to promote similar themes in your classroom so boys are able to distinguish good and bad media.
3. After this apostolate, several boys on the team could have a regular apostolate to organize positive parties every month. The team can organize a party as a side project while they are bringing about another apostolic campaign.
4. You can invite girls to these parties, but ensure there are boys and girls restrooms and there are no dark corners for people to hide.

EXULTATION CELEBRATION

NOTES



PROJECT PLANNING NOTES

Lined area for project planning notes.

ROLL CALL

SERVES

Friends

TIME

Mar-Apr



ORGANIZING THE TEAM

Name

Phone

E-Mail

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____

EXULTATION CELEBRATION

APOSTOLIC PROJECT PLANNING

PLANNING THE TEAM APOSTOLATE

It is time to plan the apostolic project for your team. The planning tables each week are meant to be a help, but if something else works better to organize your team, please use it. The best way to use the planning tables is to read over the “Campaign Overview” section to understand the entire project to make it a good fit for your team! If the project is not quite fit for your team, you can “Create Your Own Project” using the blank templates at the end of this guidebook.

Don’t forget the way we work in the club. The project should be done by the whole team; it should be presented in an attractive way and it should be ambitious and challenging for the boys, so they can change the world!

Don’t assume anything. Spell it out. Put everything in writing to ensure clarity. Planning and follow up is the key to success!

- 1. Define Goals:** Who are we trying to serve? How many people do we want to reach? What are we trying to do for them? What are we trying to do as a team?

- 2. Describe Project:** What are we doing? Describe the project in detail. How can we invite our friends to participate?

3. **Create Calendar:** Include the start date and end date and any other important dates. What date will we start this project? What dates will we have review meetings? What date will this apostolate be launched? Do all of the steps from the beginning of the project to the launching of the project have a deadline?

4. **Choose Location:** Where are we going to do it? Location of the final event and other places we may need along the way (possibilities too). List them all. Be as specific as possible.

5. **Training for the Project:** Spell out how this apostolate relates to our friendship with Christ and being an apostle. When will you make these points clear to the team? Write this down. (You need to repeat this every meeting.) What clear instructions/guidelines must everyone take into account to carry this project out? When will this be done? Write this down. Does this require training sessions?

6. **Identify Materials:** What do we have already to make this happen? List of things you already have to make it happen (flyers, permissions, volunteers, favors, etc.)

7. **Additional Materials:** What do we still need to make it happen? Write down the list of basic materials you will need to have, find, or make (promotional material, permission slips, permissions from place or parents, etc.)

EXULTATION CELEBRATION

APOSTOLIC PROJECT PLANNING

- 8. Identify Needs:** What do we need? Write down what you think the team members, parents, club president and/or other people will need to do to make this happen. Be specific.

- 9. Priorities:** What are the most important things I cannot forget to do?

- 10. Present the Project:** How am I going to present the project to my team in an attractive way? (Refer to “Present the need to my team” and “Our call to serve” in the Campaign Overview section.) What do I have to do to ensure that I accomplish this? Practice my pitch? Test it out on someone beforehand. Write down when I will do this. Avoid doing this without practice.

- 11. Communicate with Parents:** How can I let the parents know what we are doing? How can we ask for their help?

- 12. Communicate with Adult Leadership:** Talk to the adult mentors, other dads and the club president. What do I need to talk to them about? What questions do I have for them? What permissions do I need from them? Be specific and write this down.

- 13. Communicate with the Community:** Let the community know. How can we get the word out and get the community involved?

- 14. List Responsibilities and Tasks:** List out the tasks and responsibilities needed for the success of this project. Make a list of the areas of this project which need personal attention and follow up. Take this list and find or assign those who will assume those responsibilities. Be very clear about each responsibility and what it entails. Be very clear about continual follow up and reporting back to the overall project using this weekly guidebook for follow up and to stay on task.

- 15. Review the Calendar:** Do all the responsibilities and tasks have an owner and a deadline? Update your calendar so as to fill in any gaps and then make sure that it is followed.
