

# Guidelines for Use of the Evangelism Trailer

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## How to reserve your date on the Associational calendar:

- 1) Call the associational ministry assistant (285-8161):
  - (a) Name of the church
  - (b) Date of desired use
  - (c) Name and contact numbers of the person calendaring the date.
  - (d) Read *Guidelines for Use of the Evangelism Trailer* and complete and return the *Evangelism Trailer Reservation Form*.
  - (e) Name and phone number (home & cell) of person picking the trailer up for use.
  - (f) Restocking fee (\$50 per use) sent to POBA (2104 Alice Street, Waycross, GA 31501). Make check payable to POBA, and write "Evangelism Trailer" on the memo line.
  
- 2) Contact the Greg Benfield (285-8161 or 387-6143) and ask him to go through the process of attaching trailer, use of the equipment in the trailer etc.
  
- 3) You are responsible for transporting the trailer. You will need to provide proof of insurance for the tow vehicle and a copy of the driver's license of the driver of the tow vehicle. Please understand the trailer is large and heavy, and not just any vehicle will be capable of safely towing the trailer. A **¾ ton truck or larger** is required to tow the trailer. The hitch size is a 2 5/16 ball and the wiring connection is a 7-pin RV plus. A **2 5/16 ball** mounted on a carrier is provided for your use, if you do not have one. (Improper ball size causes many fatalities when towing trailers.)
  - (a) Be sure that trailer is properly attached to the tow vehicle.
  - (b) Be sure the trailer is properly set up for usage by leveling trailer and securing it at the usage sight using the tongue locks and wheel chocks.
  - (c) The Evangelism Trailer should be returned clean to the storage site as soon as practical with proper jack and wheel chocks in place, tongue locks in place, and wires intact. With events ending prior to or at 2:00 p.m. the trailer should be returned the day of the event. For events ending after 2:00 p.m. the trailer should be returned the following morning, unless alternate arrangements are made in advance.

## Equipment in the trailer and use:

In this packet you will find an inventory list. Please check off items both before and after your event, to be sure that everything is accounted for and stored correctly.

- 1) Shaved ice machine is not to be removed from the trailer at any time. **It should be thoroughly cleaned** after each use.
- 2) Popcorn machine is not to be removed from the trailer at any time. **It should be thoroughly cleaned** after each use.
- 3) Ice chest may be removed from the trailer for filling and cleaning. After use, **it should be thoroughly cleaned** and returned to the trailer.

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4) Bounce house must be set up with care following directions from the person assigned to the trailer at time of event. (Written directions are attached to the trailer for this equipment.) It must also be stored with proper care to insure the walls and bottom are not damaged or torn. (This is a high liability item and must be supervised at all times while in use. Big kids and small kids shouldn't be allowed to bounce together.)

The blower for this game must also be stored and used properly. This is a high liability item and must be supervised at all times while in use.

5) The generator is to be left on the trailer while not in use but removed and set up at a safe distance from the trailer while in use. This will insure fumes from the generator not penetrating the trailer and causing death or sickness. (The use of outlets at the church is preferred to using the generator for electricity, but when not available the generator will be a tool for providing electricity. Currently, the generator is the only source of electricity for the air conditioner.)

6) All extension cords on the trailer shall remain with the trailer and are clearly marked as belonging to POBA.

7) Tables and chairs are to always be left with the trailer and properly stored when not in use. They are marked as property of POBA.

8) The tent is to always be left with the trailer and stored properly when not in use and set up properly when in use. Never store the tents wet. (Directions for this procedure are attached to the trailer.)

9) Grill will be used outside the trailer but will always remain with the trailer. It must be carefully stored to prevent moving around while in transport and must be thoroughly cleaned by the user after use.

**Any equipment found to be damaged by user will be repaired or replaced by the user.**

The Evangelism Trailer team (made up of 3 to 5 people who are thoroughly acquainted with the wagon) will have charge over the Evangelism Trailer and will see that proper usage is carried out and that necessary repairs and refurbishing are done. A budget line item will be set up for this team to maintain evangelism tracts and to purchase other equipment as needed as well as to do repairs. This team will be a part of the Evangelism team of the association.

**The Evangelism Trailer is free to use, however there is a \$50 restocking fee per use that will help the Association keep supplies for the Evangelism Trailer in stock.**

Note: The Evangelism Trailer and its contents are to be used for the purpose of propagating the gospel through church events, block parties, and other functions whose primary purpose is to share Christ and glean prospects. The Evangelism Trailer is not intended to be used just for recreational purposes. It is a tool for evangelizing lost souls.

Key to the success of this ministry is communication and participation by those who are on this team.

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## After the event:

After your event, please complete and return the enclosed Evangelism Trailer Ministry Report and Evangelism Trailer Inventory List. You can return these by mail, or email.

### Return to:

Piedmont-Okefenokee Baptist Association

Attn: Sarah Rozier

2104 Alice Street

Waycross, GA 31501

Email: [sarah.poba@gmail.com](mailto:sarah.poba@gmail.com)

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# Evangelism Trailer Inventory List

Present Before Use	Present After Use	Quantity	Inventory Item
<input type="checkbox"/>	<input type="checkbox"/>	1	Popcorn Machine
<input type="checkbox"/>	<input type="checkbox"/>	1	Shaved Ice Machine
<input type="checkbox"/>	<input type="checkbox"/>	1	Flat Top Griddle/Grill
<input type="checkbox"/>	<input type="checkbox"/>	2	60# Propane Bottles
<input type="checkbox"/>	<input type="checkbox"/>	2	100' Extension Cords, 12-2 w/grd
<input type="checkbox"/>	<input type="checkbox"/>	1	Three-way Multiplier, 12-2
<input type="checkbox"/>	<input type="checkbox"/>	1	120' 5/8" water hose
<input type="checkbox"/>	<input type="checkbox"/>	1	Inflatable fun house with blower & storage bag
<input type="checkbox"/>	<input type="checkbox"/>	1	20' x 30' ground cloth
<input type="checkbox"/>	<input type="checkbox"/>	1	Hand Truck
<input type="checkbox"/>	<input type="checkbox"/>	1	8' White Folding Tables
<input type="checkbox"/>	<input type="checkbox"/>	1	Ladle for Shaved Ice Machine
<input type="checkbox"/>	<input type="checkbox"/>	2	Small Scoops for Popcorn
<input type="checkbox"/>	<input type="checkbox"/>	2	Large Scoops for Ice
<input type="checkbox"/>	<input type="checkbox"/>	2	Pair of Tongs (one small, one large)
<input type="checkbox"/>	<input type="checkbox"/>	1	Pair of Scissors
<input type="checkbox"/>	<input type="checkbox"/>	1	Broom
<input type="checkbox"/>	<input type="checkbox"/>	3	Plastic tubs for syrup and other supplies
<input type="checkbox"/>	<input type="checkbox"/>	1	100 quart cooler
<input type="checkbox"/>	<input type="checkbox"/>	2	32 gallon plastic trash cans
<input type="checkbox"/>	<input type="checkbox"/>	1	Box of 39 gallon trash bags,
<input type="checkbox"/>	<input type="checkbox"/>	1	Bag of plastic spoons (200 minimum)
<input type="checkbox"/>	<input type="checkbox"/>	1	Case of popcorn bags
<input type="checkbox"/>	<input type="checkbox"/>	1	Case of popcorn kits (24 minimum)
<input type="checkbox"/>	<input type="checkbox"/>	4	Boxes minimum of shaved ice cups, 200/box
<input type="checkbox"/>	<input type="checkbox"/>	1	Aluminum pan for use with shaved ice machine
<input type="checkbox"/>	<input type="checkbox"/>	1	20' x 30' canopy
<input type="checkbox"/>	<input type="checkbox"/>	2	Rolls of paper towels
<input type="checkbox"/>	<input type="checkbox"/>	1	Short-handled sledge
<input type="checkbox"/>	<input type="checkbox"/>	1	Pair of wheel chocks
<input type="checkbox"/>	<input type="checkbox"/>	1	Block for tongue jack
<input type="checkbox"/>	<input type="checkbox"/>	1	5,000 watt generator
<input type="checkbox"/>	<input type="checkbox"/>	10	Bottles of shaved ice syrup (10 minimum)
<input type="checkbox"/>	<input type="checkbox"/>	2	Grilling spatulas
<input type="checkbox"/>	<input type="checkbox"/>	1	Spray bottle of all-purpose cleaner
<input type="checkbox"/>	<input type="checkbox"/>	1	5 gallon gas container

**Comments, Suggestions or Requests:** please write on reverse.

**Signature:** \_\_\_\_\_

**Church:** \_\_\_\_\_

**Date:** \_\_\_\_\_

# Evangelism Trailer Ministry Report

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*\*Please return immediately after your event\**

Church: \_\_\_\_\_  
Address: \_\_\_\_\_  
Pastor: \_\_\_\_\_

Date Used: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Contact Numbers: (\_\_\_\_) \_\_\_\_-\_\_\_\_  
(\_\_\_\_) \_\_\_\_-\_\_\_\_

Event/Purpose: \_\_\_\_\_

- |  |   |
|--|---|
| <input type="checkbox"/> Gospel Presentations                    | <input type="checkbox"/> Professions of Faith |
| <input type="checkbox"/> Statements of Faith                     | <input type="checkbox"/> Rededications        |
| <input type="checkbox"/> Tracts Distributed                      | <input type="checkbox"/> Bibles Distributed   |
| <input type="checkbox"/> Other Results/Actions (please specify): |   |

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- |   |   |
|---|---|
| <input type="checkbox"/> Children in Attendance   | <input type="checkbox"/> Adults in Attendance |
| <input type="checkbox"/> Unchurched in Attendance |   |

## Equipment Used:

- |   |   |
|---|---|
| <input type="checkbox"/> Shaved Ice Machine | Number of Cones: _____                                |
| <input type="checkbox"/> Popcorn Machine    | Number of Bags: _____                                 |
| <input type="checkbox"/> Bounce House       | Number of Children: _____      Number of Youth: _____ |
| <input type="checkbox"/> Grill              | To cook: _____  |
| <input type="checkbox"/> Canopy             | Purpose (Dining/Cooking/Meeting): _____               |
| <input type="checkbox"/> Generator          | Hours Used: _____                                     |
| <input type="checkbox"/> Tables             |   |
| <input type="checkbox"/> Extension cords    |   |

Problems we encountered: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Evaluation/Effectiveness of Evangelism Trailer: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Suggestions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Completed By: \_\_\_\_\_ Title: \_\_\_\_\_