

**Multiple Site Procedure**

**Introduction**

Catch the Fire nights can take place in one home or several homes simultaneously. For each group we will need a hosting team (details to follow), an outdoor venue large enough for approximately 12 people which will include the hosting team and a campfire pack.

This program can take place on multiple sites at the same time. However, this will take time to organize and would need to be planned. Below are some suggestions as to how the planning can be structured for maximum results for both the team and the participants.

**Multiple Sites**

For this program to take place in several places at once, over the four months of better weather a simple Rota can be followed. This will allow for variation in the hosting teams and for those listening. Each hosting group will follow the program and perform the functions allocated to them no matter which site they are on, or which group of people they are with. The team set up and responsibilities will be exactly the same as a single site Campfire (explanation below).

**The Hosting Team**

The hosting team will be made up of 4 people. The size of the venue will determine the size of team allocated. Each team will be made up of - the host, the presenter, the storyteller, and the musician.

**Team definitions**

The Host will be the person who has volunteered their garden or outside area for the evening.

The Presenter will lead the night, guiding the night and keeping the program running smoothly.

The Storyteller will be responsible for telling the main story of the evening.

The Musician will be responsible for the storytelling also, by way of song.

These roles can be combined depending on the size of the venue.

**Responsibilities of Each Team Member.**

The Host will

* Prepare the area chosen for the campfire. Allowing room for people to sit near the fire at a safe distance for comfort and welfare.
* Light the fire in a timely manner before anyone arrives.
* Stoke and tend the fire for the duration of the meeting.
* Extinguish it at the end of the night and clear away the portable campfire for the next use.
* Select an appropriate adult to tend the fire if they need to leave the area for any reason.

The Presenter will

* Guide the program by welcoming and praying for the proceedings at the beginning.
* Introduce each story and storyteller or minstrel in the correct order agreed.
* Wrap up the proceedings by asking someone from the group who is not part of the team to close in prayer.

The Storyteller will

* Prepare in advance.
* Learn their allocated story inside and out.
* Passionately tell the story using hand movements and facial gestures.
* Plenty of adjectives and descriptions
* Paint the picture!
* Engage the listener using technics from the storyteller’s handbook.

The Musician will

* Prepare the songs for the evening knowing them by heart.
* Perform the allocated songs for the evening.
* Where necessary the musician may accompany a singer if they can’t do both.
* Play quietly during prayer or play choruses as arranged.

**Program**

* Light the Camp Fire!
* Open in Prayer
* Main Story
* Song
* Time to Share
* Time for Prayer and worship
* Close
* Put out the Camp Fire!

**How to Manage ‘Catch the Fire’ from Multiple Sites**

Preparation is key to a successful summer of storytelling and fellowship. It is important that everyone knows their roles and responsibilities in advance to give them time to familiarize themselves with the process. Below are some suggestions as to how to encourage and empower the teams. Remember those who are part of the team need to be inspired to ‘catch the fire’ too. If they are given all the information, they will be able to refer to it when they have questions.

**Step 1**

Bring together the teams for an information night. This can be informal with tea, coffee, and buns. Encourage the teams to find their allocated team members and sit together.

**Step 2**

Give everyone a ‘Catch the Fire’ Information Pack. This should include a folder containing the Plan, Purpose, Procedure, Multiple Site Procedure, Information Timeline, the Storytellers Handbook and a notebook and pen.

**Step 3**

Introduce the program and give them a little bit of testimony as to how you ‘caught the fire’ and why you want to help others do the same.

**Step 4**

Explain the documents in the folder. Please place them in the folders in order as they will flow better by way of explanation.

1. The Plan – Summarize what and where we intend to do it.
2. The Purpose – Summarize why we intend to do it.
3. The Procedures – Summarize how we intend to do it.
4. The Information Timeline – Summarize when we intend on doing it.

Remember, giving the team members the information timeline will reduce apprehension or nervousness as the time approaches to deliver the program.

1. The Storytellers Handbook – this has some helpful hints for the storyteller.

This step will allow for a general overview of the program, do not read each document word for word. Allow the participants to delve into the details and process them for themselves!

**Step 5**

Explain the Rota

**Multiple site Rota for teams**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Month** | **Site 1** | **Site 2** | **Site 3** | **Site 4** | **Site 5** |
| **June** | Team 1 | Team 2 | Team 3 | Team 4 | Team 5 |
| **July** | Team 2 | Team 3 | Team 4 | Team 5 | Team 1 |
| **August** | Team 3 | Team 4 | Team 5 | Team 1 | Team 2 |
| **September** | Team 4 | Team 5 | Team 1 | Team 2 | Team 3 |

**Step 6**

Q&A

**Close Introduction Night**