

NWYM Bible Quizzing Hosting Guide

Thanks for being willing to host a NWYM Bible Quiz Meet! These meets have grown to about 200 people at an average quiz meet (quizzers and coaches). I know this is a large task for you. Please feel free to contact me with any questions or concerns at rstaley@nwfriends.org or (503) 476-9127. I'm also the one who will be putting out the registration forms online, and will need information from you regarding meal costs and activities. Thank you so much for serving our community in this way!

Important Note: All staff working with the quiz meet and/or hosting youth in their homes should be screened according to the churches Abuse Prevention Guidelines. These guidelines should include a background check. If your church needs assistance setting up this screening please contact me.

Rachelle Staley

Northwest Yearly Meeting, Associate Superintendent of Youth and Young Adults

Tournament Organization

Each sponsoring church will be responsible for organizing the tournament at its location. The sponsor will be contacted 4 weeks prior to the tournament by the NWYM Associate Supt. of youth and young adults for the necessary information for the registration form. Then registrations will be posted online at: www.nwfriends.org/ministries/youth/bible-quizzing/ Registrations will be due two weeks prior to the tournament to allow the sponsoring church time to prepare.

Rooms: 14-16 quiz rooms will be required, depending upon the number of teams attending the quiz. Each room needs to be marked clearly with its number. Each room should be set up with a table and 14 chairs. (5 chairs for each team, 1 for each coach, 2 for judges). Two of the larger quiz rooms will be used for training of officials on Saturday morning and should each be equipped with an overhead projector.

A central score-keeping station should also be established where staff can turn in their scores, and the tournament Score Keeper can maintain a running total of individual and team scores. NWYM will provide score sheets, questions, schedules, and the score keeping computer. It would be helpful to have a photocopy machine in the room.

Staffing: Each station should be manned with a Quiz Master and Score Keeper, with a Jump Judge for the 6-8 Junior High rooms. This requires the commitment of at least 40 adults. As the host church, you need to gather a minimum of 20 adults. The other slots will be filled by adults coming with their teams. Training of staff will be led by the Quiz Coordinator at 8 a.m. on the morning of the tournament with those staffing the stations to fully explain their responsibilities and the specifics of timing, scoring, etc. These details are all outlined in the NWYM Bible Quizzing Information Booklet (mailed out in September). Staff may be gleaned from the local church (a great way to involve the adults), area churches, or from the chaperones coming from the quizzing churches.

Coaches should not be used to staff stations. The sponsoring coach should be in touch with the quiz coordinator ahead of time to know what adults might be available.

Housing: Housing, meals, and activities are also the responsibility of the hosting church. Registration and collection of money should occur as teams arrive on Friday and Saturday.

Worship: Saturday morning worship is also the responsibility of the hosting church. Traditionally, this has been led by a team of youth, but that is not a requirement. This is a time where we all meet to participate in gathered worship to start the day off in the right spirit. It is our hope that your youth will give some thoughtful, prayerful consideration to the spirit of worship, what elements of worship they would like to involve and how it can be appropriately led. Even if the kids themselves do not do the up-front leadership, this is an excellent opportunity for them to get some hands-on experience in leadership and discerning the will of God in relation to worship. Please encourage them to assume this role. Our worship time is from 9 to 9:45 a.m.

STAFFING

Pre-assign a minimum of 20 judges as quiz masters, scorekeepers, and jump judges and notify all judges of their assignment prior to the tournament. Let them know of the 8 a.m. training time. It is VERY important officials are on time to the morning training. Consider the mix of people and personalities when assigning judges to each room. If possible, place at least one experienced judge in each room. If not, make sure that there is someone in the room who will take charge and not be thrown by the new experience.

Before the meet, inform judges of the scripture covered in the meet. Ask judges to read through the scripture passage used in the quiz competition prior to the training session on Saturday morning. A copy of the information distributed to the judges is enclosed.

Roles

Quiz Master:

1. Must know the quizzing rules.
2. Pronounce questions slowly and clearly.
3. Be familiar with the content of the books being quizzed.
4. Should call, at his/her discretion, a foul or error on a coach or team for conduct that is not in line with sound Christian standards.
5. Should determine "correct" or "incorrect" on answers, seeking input from the scorekeeper when difficult. For "quoted" verses, be exact! For content questions beginning with "according to...", be very close. Do not let small things slide. The quizzers don't expect you to. On challenges, the Quiz Master should consult a Bible before ruling on the challenge.
6. Begin by saying "Question". This should call for complete silence. Then say "Question number..." and proceed with the question.
7. Mentally keeps track of 5 seconds allowed after conclusion of question before calling "Time."

Score Keeper:

1. Correctly keeps track of individual and team scores.
2. Announces the quiz-out or error-out of a quizzier.
3. Announces when Question 16 has been reached and that points will be deducted for errors on or after Question 16.
4. Totals scores at the end of the match.
5. Sends the score sheet to the central scoring station after each match.

Jump Judge:

Identifies the first quizzier whose weight leaves the seat. This is needed only in the jr. high rooms that do not have jump seats.

SCHEDULE

In general, our schedule will be:

- 8:00 Officials Training
- 9:00 Worship
- 10:00 Quizzing begins
- 12:00 Lunch
- 12:45 Verse Recite-Off
- 1:30 Quizzing resumes
- 5:00 Dinner
- 6:00 Activity (keep at or under \$5 per person)

FORMS

- Judge sign-up sheet
- Check-list

BIBLE QUIZ CHECK-LIST

- 16 quiz rooms with one long table and 14 chairs (5 for each team, 1 for each coach, 2 for judges) and numbers on the doors
- 40 judges minimum. (20 of these should be from the hosting church)
- Two training rooms large enough for 15-30 people some distance away from the sanctuary. (can be quiz rooms).
- An overhead projector in each of the training rooms
- Sanctuary or large room for morning worship.
- Quiz Central that can be set up for computer/printer use and has a table and chairs for 3-4 people. A copy machine is helpful
- Dining - floor or table seating for 200
- Breakfast arrangements for those staying Friday night in churches
- Lunch arrangements
- Dinner Arrangement
- Housing (hosts provide breakfast Saturday and Sunday mornings)
- Saturday evening's activity (\$5 or less)
- Leadership of Saturday morning worship
- Scripture provided to staff from your church

