

Family Builders Ministries

Seminar Hosting Guide



Vision New England

*Uniting Christians for Evangelism,
Discipleship and Celebration*

Family Builders Ministries

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Introduction:

This packet contains a checklist to help you in preparing for a Family Builders Ministries' seminar. It is designed to give you step-by-step instructions to help you best coordinate the seminar. Our desire at Family Builders Ministries is to make hosting a seminar an experience full of blessings.

Organizing a Family Builders Ministries' seminar is easy if you begin early. A team of four to five individuals, or preferably couples can adequately organize a seminar in six to eight weeks. When each couple understands and carries out their responsibility, the effort serves as an excellent example of teamwork

It is most helpful to have a primary contact person to work between the host and Family Builders Ministries. The seminar coordinator and his/her team handle all the details in preparing for the seminar including promotion, accommodations, hospitality, registration and facility requirements. The coordinator also is responsible for any remaining details after the seminar.

Below are listed some major areas of responsibility. Tasks can be assigned based on the number of members of the team. All dates refer to time prior to seminar date.

The first step is praying. Start early and continue daily. There is a marked difference in the quality and effectiveness of the sessions when a commitment to prayer is made.

Please contact us if we can assist you in any way.

■ *Responsibilities of a Host:*

➤ **Financial Considerations:**

1. The speaker's honorarium is determined in discussion with the host group.
2. A materials fee will be charged. This includes a seminar manual, a marriage or parenting book for use after the seminar, and other related seminar materials. Each participant will need his or her own seminar manual. Some have wondered if one manual per couple would help in reducing costs. We do not recommend this because it inadvertently encourages one spouse to be "responsible" to take notes and apply the principles while the other is free to disengage from the presentation. We need to encourage each person to develop an integration plan, and then discuss their ideas with their spouse or fiancé. Two manuals accomplish this objective best.
3. Travel expenses will also need to be reimbursed (including airfare or mileage, meals, hotel, and parking at the airport). Family Builders Ministries will make the necessary travel arrangements and forward the itinerary and costs to be reimbursed. Airfare costs are due upon receipt; other travel expenses will be reimbursed following the seminar. Local transportation is required if Willie does not drive his own car to the site. Family Builders Ministries will make the car rental arrangements and the costs can be reimbursed following

the seminar. In some cases, the host church can transport Willie themselves and avoid rental car expenses.

4. Many churches and organizations cover the cost of a seminar by charging each attendee a per-person fee to attend the seminar. In some cases, however, part or all of the cost for a seminar may be underwritten. If you wish to do so but would have difficulty raising the needed funding, we encourage you to consider asking other churches or ministries in your community to co-host the seminar. You will also find that the attendance is much better when more than one congregation is backing the event. You could also seek outside funding sources, which may include denominational or charitable foundations, or individual donors.
 5. A check for the fees and expenses should be presented to Willie by the conclusion of the seminar. All expenses can be put in one check **made payable to Vision New England - Family Builders Ministries**. If other arrangements need to be made please let Willie know early in the seminar.
- **Accommodations for Seminar Speaker, Rev. Willie Batson** – Please, arrange for a non-smoking guest room or hotel room where cleanliness, privacy, security and amenities are available. The cost can be paid directly by the host group or reimbursed to Willie. A restaurant in or near the hotel is helpful. Willie’s wife is sometimes able to travel with him. Coverage of her expenses will be determined at the time of scheduling the seminar.
- **Promotion** - The hosting organization is responsible for promoting the seminar. This may include announcements and letters or calls to prospective attendees. Other promotional items including bulletin insert masters, a sample cover letter, posters and brochure masters can be sent to you. These are ideas that have worked for other churches and organizations. Please modify them for your setting.
- Ad and/or listed in calendar of events in a local parenting newsletter or paper.
 - Local Ministerial Alliance – announcement at meeting / flyer
 - Chamber of Commerce notice / community calendar
 - Flyers at the YMCA
 - Letter of invitation to church community contacts and recent visitors
 - Letter to area schools, day care centers, etc.; supply a flyer for them to hand-out to
 - parents.
 - Letter to regional churches; send multiple letters to keep reminding ministers
 - Ads in the local newspaper
 - News release in the local paper (usually free)
 - Radio: one minute spots, Public Service Announcements, and/or interviews with Willie by phone.
 - Announcements in specific Bible classes / Flyer to hand out
 - Church bulletin & Sunday information sheet
 - Letter to membership

- **Registration** – The hosting organization is responsible for taking any pre-registrations. An estimate of the number of participants is to be communicated to the Family Builders Ministries’ office two weeks prior to the seminar. A final count is due on the Monday before the seminar. On the day of the seminar, volunteers will be needed to handle registration. Most people will be pre-registered but will need to check in and get materials and a nametag. Volunteers need to be prepared for some walk-ins or late registrants paying that day by having some petty cash on hand. We will request payment for materials based on the final count given or the actual number of participants, whichever is greater. The registration report form with information for each seminar participant should be provided to the seminar leader by the end of the seminar.

- **Engaged Couples** – For our marriage seminars, engaged couples are encouraged to attend. We also welcome spouses who wish to come alone.

- **Facility Requirements** – The seminar room should be one that will comfortably accommodate the size of the group attending. A room with movable chairs and tables is preferred to the sanctuary, unless that is the only place that will accommodate the attendees. The seminar leader prefers to teach from a music stand or small lectern placed on the same level as the attendees. A small table (card table size) at the lectern is needed for the leader’s teaching materials. At the back of the seminar room there should be two long tables setup for the Family Builders Ministries display and the book table. At times during a marriage seminar the couples will need places to meet in private (classrooms are usually adequate).

- **A/V Equipment Needed** – A PA system should be available if the room requires one. Willie uses a laptop computer with PowerPoint slides and will bring a video projector (when traveling by car) that is adequate for most settings. Please let us know if the seminar is being held in a room already equipped with video equipment. Other equipment includes: a screen adequate for the meeting room, a table or stand for the projector, a good-working VCR, a lectern, an electrical extension cord, two six-foot tables for display materials, and a small table at the lectern.

- **Childcare** – Providing childcare encourages people to attend our seminars. Churches may have a regular childcare team or would want to hire a team of young people (with proper adult supervision) to care for the children during the sessions. The attendance of children to the marriage and parenting seminars is not recommended.

- **Refreshments and Lunch** – Provide a choice of a hot or cold beverage on a table at the back of the seminar room. There will be a 15-minute break on Friday night, Saturday morning and afternoon. Some churches like to provide cookies and/or fruit during that time. Coffee/tea and a continental-type breakfast should precede

Saturday morning sessions. Since the lunch break is brief, we recommend that lunch be provided at the seminar site and included in the registration fee.

- **CANCELLATION POLICY** – If for any reason the host congregation cancels a seminar, the deposit will **NOT** be refunded and the cost of any airline tickets purchased in advance must be reimbursed. If for any reason a seminar needs to be re-scheduled the deposit will be forfeited if the seminar is not re-scheduled within six (6) months.

- **Sunday Speaking Opportunities** – A number of congregations ask Willie to stay over and preach/teach for them on Sunday morning following the seminar. He is pleased to do so when his schedule allows. Please let him know if you are interested in working this out.

Family Builders Ministries' Seminar Checklist

If you have any questions please contact our office by phone at 207-361-1885 or by email (info@familybuilders.net).

■ ***Right Away***

- Reserve the date on your church's/organization's calendar.
- Read through your seminar packet.
- Select a seminar coordinating team and a coordinator.

■ ***12 Weeks Before the Seminar***

- Mail out an invitation letter to prospective seminar attendees.
- Put up posters and start publicizing in the church newsletter. Get the word out to other churches and ministries. Some places to publicize the seminar may include Christian bookstores, Christian radio, newspapers or TV.

■ ***6 Weeks Before the Seminar***

- Place personal calls to those invited to remind and check for interest.
- Set-up a display and registration table in the church foyer with additional brochures.

4 Weeks Before the Seminar

- Start having pulpit announcements from now until the Sunday before the seminar.
- Include announcements or inserts in the Sunday worship bulletin from now on.

■ ***2 Weeks Before the Seminar***

- Please contact us with an estimated count of seminar participants.

■ ***The Monday Before the Seminar***

- Please contact us with a final count of seminar participants.

■ ***The Day of the Seminar***

- Meet the speaker and get acquainted. Make sure all accommodations and meals that are needed are provided.
- Set up seminar room. Allow the speaker time to set up.
- Make final preparations for the refreshments and lunch.
- Complete set-up and have sound check.
- Have volunteers ready for registration.
- Have nametags and pens for participants.
- Have all the refreshments set up or ready.
- Have a check for Family Builders Ministries ready to be given to the speaker and made payable to **Vision New England**.

■ ***After the Seminar***

- Within a week, Family Builders Ministries will call you to ask how the seminar went and ask for any observations you made.