



# *Living in Grace*

## **Host Church Coordinator's Manual**

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# **Host Church Coordinator's Manual**

## **Living in Grace Seminar**

On behalf of the Spiritual Life Department of Mission to the World, we want to thank you for your interest in the Living in Grace Seminar. We are thrilled to have an opportunity to share Living in Grace with you, knowing that it can be a very positive and encouraging experience for your congregation.

Whether you have already decided to host a Living in Grace Seminar or are simply exploring the possibility, we hope that you find the following information helpful. If you have any questions that are not answered in this manual, please don't hesitate to contact our office, as we desire to assist you in hosting a valuable and effective seminar. (*Contact information is on the manual cover.*)

## **Planning**

### **Host Church Coordinator**

One of the first steps a church needs to take is to recruit a Host Church Coordinator (the seminar coordinator). This person will work closely with the Spiritual Life Department (SLD) of Mission to the World (MTW) to plan, organize and administrate the Living in Grace Seminar.

### **Dates**

The seminar coordinator needs to work with the SLD of MTW to secure a date for a seminar. The date needs to be determined far enough in advance to give proper attention to all the planning details. We suggest you begin at least 6-12 months prior to the event date. In choosing the dates of your Living in Grace seminar, be sure to check the local events calendar and make sure you are not competing with other events. For example, in the fall, will the dates conflict with a major football game and thus reduce your attendance?

Scheduling the event far in advance will enable individuals to reserve the seminar dates on their calendars, thus maximizing full participation.

***The effectiveness of the seminar is dependant upon 100% participation of all those who are registered.***

All of the participants need to be present at all scheduled sessions. When one person misses a session, not only does that person miss the linkage to the next small group and the next message in

the series, but their absence also impacts the small group of which they are a part. It is essential that in your promotion and planning of the seminar, you continually emphasize that all participants must be prepared to attend all sessions. It would be better for a person not to attend the event than to miss sessions due to conflicts in their schedule.

### **Who Attends**

The host church needs to decide who they would like to attend the seminar. Begin by asking the question, “How can we best use this seminar on “grace” in our church?”

#### *Leadership Seminar*

Some churches have used the seminar as a time to invest in the spiritual growth of their leaders. In most cases these leaders would then take the DVD series and lead the congregation through the seminar at a later date.

#### *Congregational Seminar*

Other churches want the congregation, at large, to go through the material. Therefore they have a much larger event to plan and administrate.

### **Registration**

The church is responsible for the registration of all participants, but please keep the SLD informed of the number of participants. A final count for your seminar is due the Monday two weeks prior to the seminar weekend and your church will be responsible to cover seminar fees for that count, regardless of cancellations. Last minute additions can be accommodated the Monday morning prior to the seminar. Per person seminar fees are \$20, and each person will receive a manual of notes and supplementary reading.

### **Bulletin Inserts**

Bulletin inserts are available for you to use in promoting the seminar. They come in packets of 25 and cost \$1.25 per packet, plus shipping. If you would like to receive these, call our office and place an order. Allow ample time for processing and shipping.

## Prayer Partners

As you recruit your participants we request that you ask each participant to recruit two prayer partners who will pray for them everyday, beginning one week prior to the seminar and then each day of the seminar. We find that this ministry of prayer is vital to the success of the weekend.

## Seminar Manuals

Each participant will receive a seminar manual with note pages for each message, small group material and lots of excellent supplemental reading.

## Sample Seminar Schedule

Below you will see a sample schedule of a Living in Grace seminar. Please verify your schedule with the MTW seminar coordinator or speaker prior to publishing your seminar schedule.

### *Living in Grace Seminar*

#### Friday

7:00 - 7:15 pm	Welcome and Introductions
7:15 - 7:30 pm	Worship
7:30 - 8:30 pm	<b>The Love of God: The Foundation of Grace</b>
8:30 - 8:40 pm	Video: Darby
8:40 - 9:30 pm	<i>Small Group: The Love of God</i>

#### Saturday

8:00 - 8:30 am	Continental Breakfast
8:30 - 8:45 am	Video: Surrender
8:45 - 9:45 am	<b>Surrender: The Response of Grace</b>
9:45 - 10:00 am	Break
10:00 - 11:00 am	<i>Small Group: Surrender</i>
11:00 - 11:15 am	Break
11:15 - 12:15 pm	<b>Repentance: The Posture of Grace</b>
12:15 - 1:15 pm	<i>Small Group: Repentance</i>

#### Sunday

9:30 am	<b>Prayer: The Language of Grace</b> (during the Sunday school hour)
11:00 am	<b>The Love of Others: The Sign of Grace</b> (during the worship service)

*(Sunday schedules can be adapted to fit your church's particular schedule.)*

## **Sunday AM Worship**

In order to cover as many topics as possible during a weekend seminar, it will be necessary for our main speaker to be invited to preach at your Sunday morning service(s). If you have two services the same message can be presented at both services or if a different message can be presented at each service.

If your church only has one worship service, we could give one of the messages prior to the Sunday school hour. The small groups could then meet during the Sunday school hour to discuss the first lecture, prior to the worship service (when the second lecture would take place). We will work with you to create the best possible schedule for your church, taking into consideration all those who did not participate in the weekend seminar.

It has been our experience that some churches have a tendency to pack a lot in the service the day our seminar is presented, leaving too little time to make a thorough presentation of the material. We would request that you do all you can to allow a minimum of 30 minutes in the morning worship service(s) for the message.

In some instances, when only a portion of the congregation attends the seminar, all remaining adults may meet together in one large adult class to be given a brief overview of what Living in Grace is about. This is particularly helpful if the church plans to have the entire congregation participate in the seminar in the future (or plans to use the video series). Someone on our staff, who is attending the seminar, will teach this class. We do not want the full class time to be a promo for Living in Grace, so our staff will spend only a few minutes talking about the seminar itself and the majority of time dealing with some topic related to grace, such as “Why all this emphasis on grace?”

## **Meals and Snack**

You will need to decide what meals will be provided during the seminar. Our suggestion is that you provide a continental breakfast, lunch and snacks on Saturday.

Your leadership team should decide if having the evening meal provided on the first night of the seminar would help or hinder getting folks there on time.

As for snacks, it works best if you can have some snack food and drinks available throughout the seminar. Not everyone needs a pick-me-up at the same time the break is scheduled.

We strongly suggest that you recruit someone who is not participating in the seminar to be responsible for the snacks and the meals. This person should be responsible for all aspects of food, (set-up and clean-up of all meals and snacks, providing the food, etc).

### **Nursery**

You must determine if the church will provide childcare for parents who attend, or leave it to them to make the arrangements privately. If childcare is provided at the church, please insist that both parents need to be present at all sessions. Sometimes, when parents go visit their children during the break or meal times, they hang around too long and return late for the next session.

If childcare is provided by the church, be sure that your food coordinator is aware of the number of children attending so that he/she can adequately prepare the proper number and type of meals and snacks for the children.

The cost of childcare coverage will need to be determined by your church leadership. Mission to the World and the Spiritual Life Department will assume that your church has taken the proper steps to screen all childcare workers.

### **Worship (during the Seminar)**

We want to have a brief time of worship before the first message of the day (with the exception of Sunday morning). We would like this to be spent singing hymns and choruses that draw us to focus on the Lord. The worship time should take about 10-15 minutes. The church will need to provide a worship leader who can select the songs to be sung and who will lead us in this worship time.

## **Small Groups**

The small groups are the key to an effective seminar. Adults learn best when there is group interaction. The small groups are built upon the messages that precede each small group session.

If small groups are the key to an effective seminar, then small group facilitators become even more important. We don't overstate it when we say that a small group facilitator can be the difference between someone having a very positive experience and someone leaving the seminar feeling like the investment of time and money was not worth it.

**There are three main issues related to small groups:**

**1) Structure of the groups**

We prefer to have no more than 7-9 people in a small group, including the facilitator. You determine the number of small group facilitators you need by dividing the number of participants by either 7 or 9.

Next, determine if you have enough meeting space for all of your small groups for Friday, Saturday **and** Sunday. The need for small group meeting space may be one reason you would have all of the adults, who are not attending the seminar, meet as one large class on Sunday morning—perhaps in the sanctuary. This makes your classroom space available on Sunday for your small groups.

For a very large conference you might find it difficult to find adequate breakout space. In such cases we could go to a "Directed Small Group" structure. This is where all the small groups meet in the same room, such as a fellowship hall. Individuals will sit at tables, set up in classroom style, for the messages, and then they will simply turn their chairs so that they form a group around a table for the small group sessions. Someone from our SLD staff will direct all the small groups simultaneously from the podium with each group having a facilitator present to keep them on track with the process laid out by the speaker up front.

**2) Leadership of the small groups**

The host church provides the small group facilitators. Our office will be happy to discuss with you the various options for selecting small group facilitators. One thing to consider, in selecting your small group facilitators, is whether or not you plan to use the DVD series at a future time. These small group facilitators would be in a great position to use the DVD in discipleship groups, home fellowship groups and Sunday School classes.

As we have previously stated, small groups are the key to an effective conference. For this reason, we will want to discuss small group facilitator selection with you very early in the process.

### **3) Training of the small group facilitators**

Since your church will provide the small group facilitators, a training session should be scheduled Friday evening prior to the start of the seminar. We suggest that you provide dinner for the small group facilitators so that the training and dinner take place simultaneously, allowing the facilitators to arrive directly from work if needed. The training is essential and if someone cannot attend the training they should not be a small group facilitator.

We understand that you will most likely recruit individuals who already have small group leadership experience. The purpose of the training is not to teach them how to lead small groups, but to give them an introduction to the content of the material that will be presented and, in particular, to understand the objectives of each small group sessions.

## **Logistics**

Now that your basic planning is done, you are ready to tackle the logistics of the event.

### **Facility**

There are two main considerations for meeting space for the seminar.

- 1) Main meeting room:** The main session room, where the talks are presented, needs to be large enough for the participants to sit classroom style behind tables, facing the podium. Each participant will receive a binder containing topic notes and small group materials. Don't try to crowd too many people around one table. It is best to have a lot of tables with plenty of room for people to spread out their notebooks and Bibles without bumping into each other's material.

The room needs to be equipped with a screen on which PowerPoint presentations can be projected. The screen needs to be large enough to be clearly visible by everyone in the room. If the room is not already equipped with an LCD projector we can bring one from our office. However, if our LCD projector is not available for some reason, your church will be asked to secure the use of one for the duration of the seminar, including the training session of the small group leaders.

If a portable LCD projector is used, please provide a table that can hold both the projector and a laptop computer.

- 2) **Breakout Rooms:** Depending on the structure of your small groups, you may need separate breakout rooms for each small group. These breakout rooms should be located close to the main meeting room and large enough for each small group participant to sit in chairs in a circle. No tables are needed for breakout rooms. These rooms need to be private, if at all possible, so people can speak freely without distractions.

As stated above, if the seminar is attended by such a large number of participants that you do not have enough rooms to accommodate each small group (or you don't have enough small group leaders), then both the main session and the small groups can meet in the same room. The small groups would gather around the tables in the main meeting room. An example of this type of structure would be a seminar where there are 200 people attending. You would need enough tables to have about 6-8 people in a group if possible. See the section on Small Groups for more details about the structure of a small group.

If meeting space or small group space is a problem, please discuss this with our staff, as we would not want this issue to hinder your consideration of hosting the seminar. Together we can come up with a creative solution.

On the first night of the seminar, several tables will need to be set up in a convenient location where participants can pick up their notebooks and a nametag.

A room, such as a lounge or office, should be made available to the guest speaker so that he will have a place to rest and review in-between messages.

### **Book Table**

If you would like to set up a book table, we will be happy to provide you with a bibliography of books we have found helpful in understanding and teaching “grace.”

### **Living in Grace CD and DVD Albums**

Those who participate in the seminar will have the opportunity to purchase a Living in Grace CD album. The messages on the album are those given at our week long conference that our missionaries attend and will be somewhat different from the ones presented live at your event. We can also make available for purchase the DVD series for home fellowship groups or church school classes.

### **Recording the Seminar Sessions**

In many cases, participants have wanted to go back and listen to the actual message presented at their seminar. We would encourage you to consider recording the messages as they are presented during the weekend and make them available upon request.

### **Adult Sunday School class for non-participants**

If you decide you want our staff to make a presentation during the Sunday School hour, to all the adults who do not attend the seminar, please be sure to provide an *additional* screen and LCD projector.

## **Hosting the Atlanta Staff**

### **Housing and meals for the visiting SLD team**

Our team will want to stay in a hotel near the church. These events require intensive teaching and leadership and staying in a hotel, compared to staying in different homes, allows us the necessary time to regroup before the next day. It is also helpful for us to be in the same facility in order to meet in the evenings to review and adjust our presentations, if that becomes necessary.

The host church will need to make hotel reservations for us. We will want one room per person, unless we specify shared rooms. In most cases there will be two people coming from MTW to present a seminar. Hotel charges are to be paid directly by the church.

The host church is also responsible to cover the cost of meals for the SLD team, both in transit to and from the seminar location as well as during their weekend stay. Costs for meals not provided by the church will be submitted to the church on a final invoice within two weeks following the seminar weekend.

### **Transportation**

If we fly to your city, we will need some way to get from the airport to the hotel and also to the church from the hotel. Our preference would be to have someone pick us up at the airport and then have the church make available an extra vehicle that a family is not using for the weekend. If we need to rent a car, we can do so. We are trying to keep our cost as low as possible and a loaner car is one way we try to do this. If you decide that a rental is the best option, please let us know far enough in advance to reserve a car for the dates of the seminar. If flying is advisable, we will make our own flight reservations comparing airlines for a competitive price, and submit the cost for reimbursement to the church on the final invoice. The same will hold true for car rental arrangements.

## **Costs**

### **Summary of Costs**

Within two weeks\* following the seminar, you will receive a final invoice from us for seminar costs. The invoice will *not* include lodging, which is to be paid directly by the church. The invoice will include (as applicable) the following:

- Any bulletin inserts that were ordered
- Mailing charges for bulletin inserts and UPS charges to ship the manuals
- Meals not provided by the church (in transit and during the weekend)
- Transportation costs (ie. airfare, airport parking, mileage to and from the Atlanta airport, car rental, fuel, tolls, etc.)
- Seminar registration fees per attendee (\$20 per person)

*\*You will be notified in the event of a variance to this timeframe (ie. if personnel is out of the office and unable to process the invoice within that period of time).*

### **Additional Costs for the Church**

You will need to plan for additional expenses such as meals, snacks, childcare (if provided), and publicity.

## To Do Check List

1. **Dates decided and confirmed with the Spiritual Life Department of MTW.**
2. **Decision made on who should attend the seminar.**
3. **Staff positions filled:**
  - Seminar Coordinator
  - Meals Coordinator
  - Small Group Facilitators recruited
  - Worship Leader recruited
4. **Small Group structure decided** (based on the number of participants).
5. **Training for Small Group Facilitators scheduled and commitments to attend secured.**
6. **Meeting space assigned and reserved:**
  - Main meeting room
  - Breakout rooms
7. **Equipment reserved:**
  - Screen
  - LCD projector
8. **Meals and Snacks:**
  - What meals will be provided at the seminar?
  - What snacks will be provided?
  - Who will prepare the food?
  - How will the food be delivered?
  - Who does the set-up?
  - Who does the clean-up?
9. **How will childcare be provided?**
10. **Accommodations for visiting staff secured.**
11. **Transportation for visiting staff secured.**
12. **Be sure to print name tags for the participants?**

## **Host Church Coordinator's Manual**

### **Living in Grace**

#### **Short Version**

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#### **Planning**

Start your planning at least 6 months from the event date.

Insist on full participation by those who register.

Decide who attends:

- Leadership team

- Staff

- Congregation at large

What are the implications of the decision on who attends for:

- Meeting space requirements for small groups

- Cost

- Childcare issues

Create a tentative schedule in consultation with the SLD.

Determine what snacks and meals must be provided.

Arrange for name tags for each day of the seminar

Secure a worship leader for the weekend sessions.

Calculate the final cost per person.

#### **Logistics**

Meeting space secured (both main sessions and small groups).

What will you do for non-participants on Sunday morning?

Recruit your volunteer staff:

- Childcare

- Food Coordinator

- Worship Leader

Screen and LCD projector lined up.

## **Small Groups**

Determine the number of small groups needed.

Determine who your Small Group Facilitators will be.

Schedule training for Small Group Facilitators.

## **Hosting the Atlanta Staff**

Hotel arrangements made.

Pick up at airport arranged.

Transportation for the weekend arranged.