



Prayer Chaplain Trainers Workshop Ministry Host Agreement & Requirements

7/30/2010

Thank you for agreeing to serve as a host to Light and Love Ministries upcoming Prayer Chaplain Trainers Workshop. Your willingness to serve in this way allows us to bring the Prayer Chaplain Program not only to your ministry but to other ministries in your community and throughout the United States. We trust the experience of hosting this workshop will be a blessing to you and your ministry as we know that experiencing your spiritual community's warm hospitality will be a blessing for us and all who attend.

Hosting this workshop also gives you the unique opportunity to have your Prayer Chaplains attend the training without the added expense of travel. Although they will not all be stepping into leadership, the Prayer Chaplains who attend the training will receive a deeper understanding of the foundational pieces and experience a richness of consciousness that will uplift them and your program. As Host you will receive a discounted registration rate making the training affordable and accessible to whoever may want to participate.

The following outlines the requirements of hosting a Prayer Chaplain Trainers Workshop. Once you have reviewed the agreement, please feel free to call with any questions. We realize that there may be a need to adapt some of our requirements to your facility and we are willing to work with you where we can to make those adjustments.

Convening Organization Information:

Light & Love Ministries
137 W. Libby Street
Phoenix, AZ 85023
602-843-8360
Primary Contact: Jeri Royce, Director of Education and Training
jroyce@lightandloveministries.org
Cell Phone: 602-321-7044

Host Organization Information:

Host Organization Name:
Address:
Phone:
Website:

Primary Contact:
Email:
Phone:

On-Site Contact (if different):

Workshop Information:

Workshop Dates:

Prayer Chaplain Trainers Workshop: The Workshop is designed to support individual(s) within ministries who will be assisting, training and/or coordinating the Prayer Chaplain Program within their own ministries as well as to reinforce, strengthen, and deepen the consciousness under the foundational pieces for current Prayer Chaplains. A comprehensive set of training materials, including 17.5 hours of hands-on experiential training, provides a unique professional development program for ministers, licensed teachers, LUT candidates, lay leaders, and Prayer Chaplains. Post graduate and practicum credits for Pastoral Care are available.

Light and Love Ministries, as the convening organization, will take the lead for marketing and promotion, is responsible for the registration of all attendees for the Workshop, and provides all training materials to be given to participants at the Workshop. We request that you as Host work in partnership with us to promote the Workshop within your ministry and/or community as outlined below.

Host Requirements (specifics of all items below are provided on pages 4 – 8 (Room Layouts and Training Logistics):

- Provide a space for Sacred Circle beginning on Thursday afternoon with a circle of chairs.
- Provide a comfortable and professional training room facility with adequate seating and work table space that will accommodate up to 36 active participants for a minimum of three (3) days.
- Provide Workshop supplies/equipment as specified in this agreement.
- Assign a primary individual to serve as the Host lead contact for the Workshop in advance of the Workshop and on-site during the training. Ensure that Host lead is given a copy of this entire agreement.
- Provide facilities/custodial personnel through the 3-day Workshop to set-up Sacred Circle room and the training room and assist with specific table and seating accommodations used during different training intervals.
- Provide maps to nearby restaurants and menus for participants to choose from.
- Provide hospitality service comprising of morning and afternoon snacks and beverages throughout the day during each day of the Workshop
- Provide travel and lodging information for the Light and Love Ministries website to include at least three reasonably priced lodging facilities that are within close proximity to the ministry and information about preferred airports and airlines for travelling to the host location.
- Provide photos of the church grounds and facilities (if available) that can be posted on the Light and Love Ministries website and used in promotional material.

- Confirm all arrangements with Light and Love Ministries at least 30 days prior to the Workshop start date.
- Provide announcements regarding the Workshop in Sunday Bulletins/PowerPoint slides, weekly e-mail announcements, and website acknowledgments.
- Be willing to commit to a minimum number of 25 Workshop participants. Host commitments will vary at each facility depending on several factors.
- Agree to market and promote this workshop to regional and inter-faith ministries/communities with their general area. Light and Love Ministries will provide a flyer, promotional emails, and links to our event home page for this purpose.

Host Registration Discount:

Light and Love Ministries provides to Host Ministry a discounted registration rate for Ministry participants of \$350 per participant plus shipping of Prayer Chaplain Manuals to the ministry offices. Host Ministry will provide names and contact information for participants at least 30 days prior to the Workshop. Light and Love Ministries further agrees to provide scholarships for registration for the following:

- to the host's Senior Minister/s or Associate Minister/s as a courtesy for hosting the workshop; and
- to an individual designated by the Ministry once the agreed upon minimum number of workshop participants has been met.

Sunday Service Guest Speaking:

Reverend Lei Lanni Burt is available to speak at your Sunday service(s) following the Workshop. The professional fee for guest speaking is \$250. Please indicate below if you would like to engage Reverend Lei Lanni's guest speaking services. Leaving this section blank is an acknowledgement of decline.

Yes, we are interested in engaging Reverend Lei Lanni to speak at our service _____.

Date of Sunday Service: _____

Time of Service(s): _____

Upon agreement, please send Rev. Lei Lanni an Order of Service and she will provide a talk title.

Prayer Chaplain Trainers Workshop Host Requirements Room Layouts and Training Logistics

General Requirements:

- A comfortable and professional training room facility with adequate seating and work table space that will accommodate up to 36 active participants for a minimum of three (3) days. Preferred set-up is classroom style with two participants per 6' table and three participants per 8' table.
- A sound system adequate for the size of the room/s (both Sacred Circle room and training room) and necessary extension cords. Sound systems needs to include a mixer with at least three channels and at least two speakers. Light & Love Ministries will provide microphones and transmitters.
- Assistance with basic equipment location and set up of sound system (if required).
- Workshop Supplies/Equipment:
 - Projection screen (at least 4' x 6'),
 - Tissue boxes (see placement below)
 - Pad of Post-It Note Flip Chart paper & Easel
 - 3 X 5 Post-It Note pads (see placement below)
 - Access to photocopier machine for limited use
 - 4 music stands
 - CD player
 - Tables and Chairs (Training Room Layout)
- Maps to nearby restaurants and menus for participants to choose from.
- Hospitality service comprising of morning and afternoon snacks and beverages throughout the day during each day of the Workshop (Thursday – Saturday). Hospitality items should include hot and cold beverages such as coffee, tea, and bottled water offered throughout the day and morning and afternoon snacks.

Suggested Food Items

Bottled water (or other)
Coffee
Variety of teas
Creamer
Sugar & Splenda
Decaf coffee bags
Variety of fresh fruit
Selection of granola bars
Mini-muffins
Small bags of peanuts or bulk nuts
Cheese sticks
Small bags of Chex mix or bulk
Cookies

Room Arrangements/Set-Up:

Thursday Beings at 3:00 p.m. – Sacred Circle

(Room needs to be set-up & access provided to Light and Love Ministries at 12 noon to set up materials.)

- 1 chair per person in a circle and a pillar candle that can be placed in the middle of the circle.
- Sound system as specified on page 4.
- 4-6 boxes of tissues for placement in the circle and a bottle of water available for each participant.

Friday & Saturday - Training Room:

(Friday begins at 8:30 a.m. with access to room provided by 7:30 a.m.)

(Saturday begins at 9:00 a.m. with access to room provided by 8:00 a.m.)

- One small table for the LCD Portable projector and laptop computer (Light and Love Ministries will provide LCD projector and laptop). Projection screen to be placed at the front of the room.
- Sound system as specified on page 4.
- Tables & Chairs - Tables should be set-up classroom style with 2 chairs per 6' or 3 chairs per 8' tables – depending on size of tables. We want to ensure each person has plenty of room to work with their training materials and that sure they face the screen.
- Small table for 2nd computer with chair at table (near product tables) at either side of room or in back.
- Two small tables, 2 stools (or chairs), and 4 music stands at front of room (for trainers).
- Four music stands (2 for each trainer).
- We will use the power point and mikes both days.
- 4 - 6' or 8' tables at back or side of room to hold resource materials and products.

**** 3 X 5 post-it note pads and a box of tissue at each table; and easel with *Post-It* note flip chart paper (or regular flip chart paper & tape) and markers at front of room.**

Please provide volunteer support to set up and clean up hospitality for each day.

Lunches

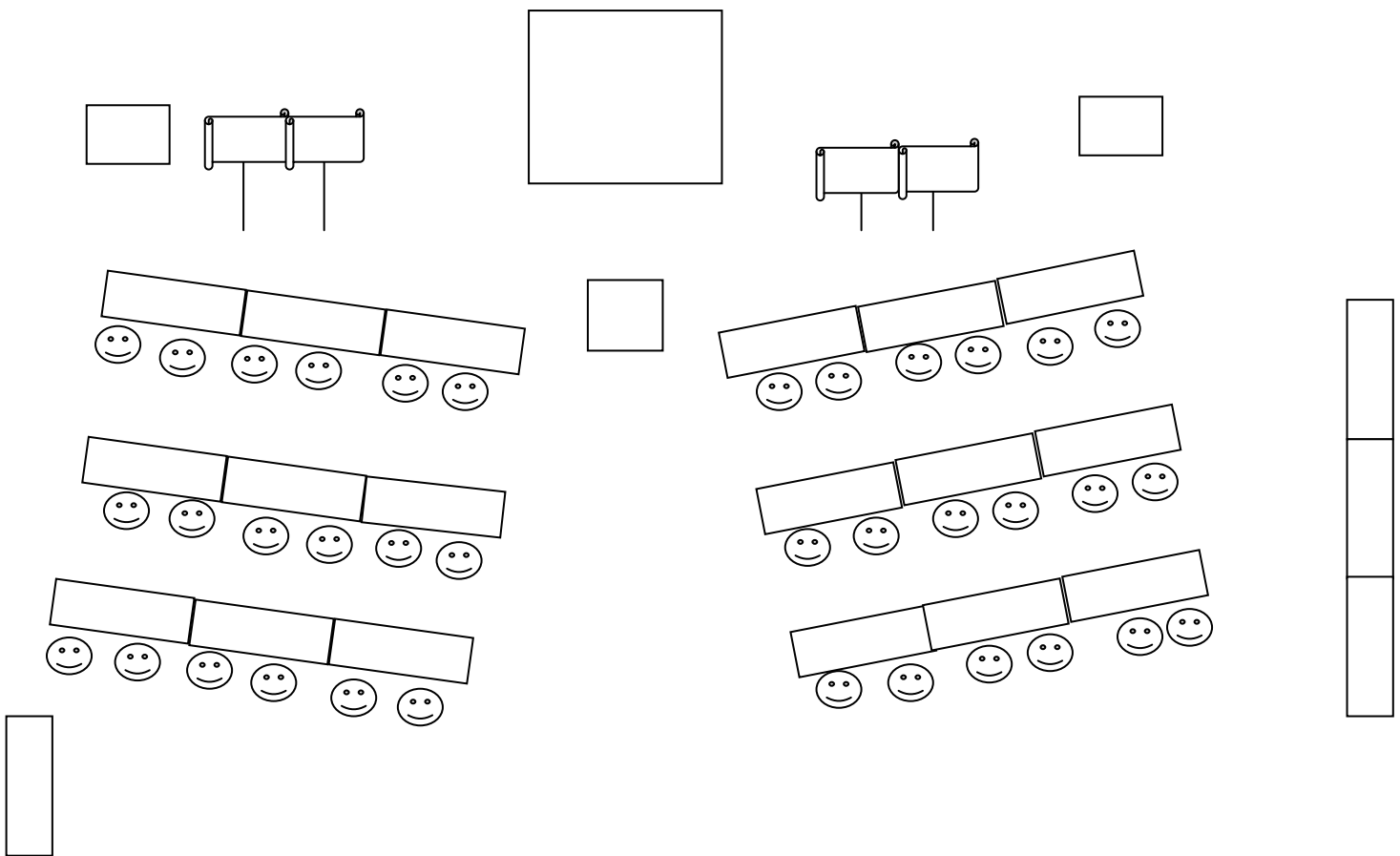
Please have a list of nearby restaurants with directions and menu selection (if possible) available on Friday and Saturday – thank you! Some ministries have provided lunch in the training rooms or other common area (outdoor courtyard seating, etc) on a love offering or set fee basis each day or one of the days of the training.

Sacred Circle Room Set-Up and Photos - Thursday



The room set-up above is 1 chair per person in a circle and a pillar candle that can be placed in the middle of the circle (the candle displayed here is only an example). We will need sound –Light and Love Ministries will provide mikes and Host will provide sound system.
** 4-6 boxes of tissues for placement in the circle and a bottle of water available for each participant.

Training Room Set-Up – Friday and Saturday



Room Set Up and Equipment Needed

The room set-up above is for 36 participants requires approximately 1,088 Sq feet or a room that measures about 34' by 32'. The room needs to accommodate the tables and chairs and leave plenty of room for participants to move about during interactive portions of the training.

6' tables – 2 participants per table

8' tables – 3 participants per table

- 1) 22 - 6' tables (18 tables for participants, 3 tables for product display, 1 table for a resource table) or a combination of 8' tables and 6' tables.
- 2) 40 chairs
- 3) 3 card tables (2 for the presenters and 1 for the LCD projector)
- 4) 4 music stands (black heavy metal type preferred)
- 5) 1 projection screen (at least 4' – 6')
- 6) Easel for flip chart and flip chart pad
- 7) Sound system adequate for room size (as specified on page 4)
- 8) Extension cords as needed to provide power from outlets to sound system, laptop computer, and LCD projector

Light and Love Ministries will provide its own laptop computer and LCD projector.

Training Room Photos – Friday and Saturday



Please acknowledge all aspects of this agreement by signing and dating:

Light & Love Ministries:

Jeri Royce
Director, Education and Training

Representing Host Ministry:

Name

Signature

Title

Date _____

Minister or Spiritual Leader of Host Ministry (if not same as above):

Name

Signature

Date _____