

## **LAY SERVANT MINISTRIES TRAINING CHECKLIST**

### **TWELVE TO TWENTY-FOUR MONTHS BEFORE**

- Convene the Committee on Lay Servant Ministries and make plans for the training events for the next twelve to eighteen months. Set tentative dates and sites. (Note: At convening, committee will also perform the SIX MONTHS and THREE MONTHS BEFORE tasks below.)
- Estimate the budget needs for the training events planned and forward those to the agency responsible for funding lay servant training. (See paragraph on "Funding.")

### **SIX MONTHS BEFORE**

- Meet with the committee to choose/finalize site, dates and consider possible courses and leaders.
- Reconfirm dates on calendars of the conference and district. Look for conflicts on community and local school calendars.
- Invite leaders to participate.
- When information is finalized, place event(s) on conference and district web calendars.
- Reserve site for the course by written or email request and with return confirmation.
- Ask current lay servants, district superintendents, and pastors to suggest people who might be interested in receiving the training.
- Prepare the registration form. Consider meals (menu or service by the hosting church). If an ebook version is available, the option should be provided on the form.
- Email local church lay servants and certified lay servants asking them to enroll in the advanced or refresher course.
- Establish date and place for a consecration service and invite bishop and district superintendents to participate.
- If desired, arrange through the conference office or through a nearby college for granting continuing education units (CEU's) for courses.

### **THREE MONTHS BEFORE**

- Convene the committee with the course leaders to check plans and answer questions for one another.
- Write a news story about the upcoming training. (Include a photo taken during the last school or a photo of a lay servant in ministry. It will make your story more appealing.)
- Prepare a one page flyer (with a registration form included) about the event. Attach it to emails to pastors, churches, lay servants. Send it to other district directors. Link it to the web calendar item. Mail it to those without email.
- Send a short email notice about the upcoming training to key leaders and pastors in your district; ask them to include it in their church newsletters or post it on a bulletin board.
- Order or prepare forms to collect information needed to grant CEU's. (Some institutions will supply preprinted forms, but you will still need to arrange to have them sent to you.)
- If a consecration service is to be held as a separate event for the district, decide as a committee on a time and place and who will plan the event.
- Order texts, certificates, or other materials you wish to have available at the school and the consecration service.

### **SIX WEEKS BEFORE**

- Check with leaders to find out what audiovisual equipment they will need. Reserve the equipment.
- Verify that books and other materials have arrived and that the registrar is sending the books to those registering.
- Verify that CEU forms are ready for participants to complete.
- Reconfirm reservations for the rooms you will be using.
- Arrange for payment of leaders, if necessary.
- Arrange for payment for use of site, if necessary.
- Send a press release about your training to your local paper. Include information on lay Servant ministries and that lay servants are available to speak on various moral or religious topics. Include contact information.

### **ONE TO TWO WEEKS BEFORE**

- Check on book availability. Order more if required.
- Determine what time the building will be open to set up for the training. Get contact information to call in case the building is not open when you arrive or in case of problems.
- Check with leaders regarding their last-minute needs.
- Assemble resources by the session in which they will be used and label them. Get large nametags for participants and leaders. Make direction signs for rooms, etc.
- Complete a listing of those preregistered to provide leaders with a preliminary count.
- Assemble pens, paper, forms, and handouts according to the sessions in which they will be needed.

- Assemble audiovisual equipment requested by the instructors, and check to be sure that it works properly.
- Make arrangements for hospitality and refreshments.

#### ON EACH TRAINING DAY

- Arrive at least one hour before the event is scheduled to begin. Check the sound system (if one is used) and all audiovisual equipment.
- Assemble texts, registration table, registration materials, and nametags for easy distribution.
- Arrange chairs and worktables to encourage conversation among candidates.
- Have all of your "busy" work done early, so that you can spend time welcoming the participants.
- Make yourself available to the participants during the break and after the session for one-on-one conversations that might be requested or required.

#### ONE WEEK AFTER THE TRAINING ENDS

- Write short thank-you notes to the bishop, district superintendents, leaders, and committee members who participated. Pay stipends or facility rent as required.
- Email a roster of the participants to other directors and to the pastors of each participant informing him or her of the participant's successful completion of the course.
- Write a thank-you note to the host site.

#### AS SOON AS POSSIBLE AFTER THE TRAINING EVENT

- Reconvene the committee to discuss the evaluations.
- Give leaders a summary of the evaluations by participants so that they can learn how to strengthen their leadership.
- Update committee records for participants.
- Hold a consecration service for lay servants, awarding certificates and otherwise recognizing new and continuing local church lay servants and certified lay servants.