

Equipping to Share

2009 – 2010 Host Guidelines



Guidelines for Scheduling:

1. Assess potential participation in your congregation and, if desired, area LCMS congregations, your LCMS District office and other LCMS entities. Participation levels should be 30 - 125 people per workshop. Groups of 125 or more are possible. Please contact the Coordinator of **Equipping to Share** to discuss special arrangements.
2. Determine optimal dates. Have two potential workshop dates in mind.
3. Assess regional outreach needs and goals for which you want to equip people. Communicate this upon requesting workshop date to be matched with proper presenter.
4. Contact your District LLL office to notify them of your workshop plans.
5. Budget \$600.00 for each workshop. This covers all promotional materials, all workshop materials - workbook and witnessing card set for each attendee - and offsets our costs for sending an **EtS** presenter to your church. It also includes **EtS** Follow-up Training materials for the host to continue training post-workshop. \$300 will be due prior to your workshop and the remaining \$300 due within 30 days following your workshop.
6. Determine registration fee per attendee if desired.

7. Contact LHM for available dates. (Note: No workshop cancellations will be honored within two weeks of your scheduled workshop.)
8. Supply LHM with mailing lists for promotional mailings.

Host Congregation Provides:

- Data projector, DVD player and audio, set-up and technical assistance
- Microphones to accommodate group and room size
- Lunch

Lutheran Hour Ministries Provides:

- Facilitator
- Promotional Tools: Posters, Promo DVDs, Brochures, and Bulletin Announcements
- Workshop Materials: Workbooks, MORE witnessing cards and presentation equipment
- **EtS** Follow-up Training Resources, including **Practicing Hospitality**



LUTHERAN HOUR MINISTRIES
People Of Christ With The Message Of Hope

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