

International Network of  
**Children's**  
**MINISTRY**

Train - Encourage - Motivate - Network - Resource

Dear Children's Ministry Leader,

Thank you for your interest in hosting a Children's Ministry Training (CMT) for your community. We are excited about the possibility of partnering with you to bring relevant, effective, and inspirational children's ministry training to your staff as well as other children's ministry workers in your area.

INCM enables you to customize your regional training. We will provide three of the list of eight breakouts also attached in this email. All of your children's ministry team will be trained for one set fee.

Hosting a CMT requires a hard-working, promotion-minded team that believes in the value of training children's ministry workers. One of the key responsibilities of the Host Church is to aggressively promote the CMT in their church and community. Local promotion by the Host is vitally important to the success of the CMT.

Please, take a few minutes to carefully review the attached information as it will help you determine the resources, facilities, and commitment required to host a CMT. If you are interested in providing excellent training for your children's ministry staff and volunteers **AS WELL** as those from other churches in your area, then a CMT is for you! We look forward to partnering with you.

You may contact me, Robin Kluever at 800.324.4543 or email [robin.kluever@incm.org](mailto:robin.kluever@incm.org), to discuss the details.

Please complete and return the "*Host Church Application*" as soon as possible to our office.

Thank you for your dedication to children's ministry.

Robin Kluever  
Training and Development Director  
International Network of Children's Ministry



## **Children's Ministry Training Workshops**

### **From Boo-boos to Background Checks**

Keeping them safe keeps me safe. Let's take a hard look at how we are keeping our kids safe. Everything from bandages for boo-boos, background checks for volunteers and being prepared for emergencies. You will learn to become more aware of safety needs and how to create the necessary secure environment for your children.

### **Great Games that are Fun and Focused**

You will discover why maximizing games in ministry is important, secrets for creating new games and tips for using games as a teaching tool. Learn to, not only choose great games, but to lead them confidently. You will leave with loads of new ideas you can use with the kids in your ministry.

### **Connecting Kids to Jesus**

Understand how you can connect kids to the most important message, the gospel of Jesus Christ! Renowned Christian Researcher, George Barna says, "Between birth and age 14, there is a 32% chance an individual will accept Jesus. After that, the number drops to about 6%."

### **Connecting Kids to the Bible**

Connect your kids to God's word in practical, fun and creative ways that will last forever!

### **Connecting Kids to their World**

Discover Ways to help your kids connect to their world through effective responses that will impact their lives today.

### **Recruitment as Easy as P.I.E.!**

Recruiting ministry partners is only half the battle. Equipping them and encouraging them gives you the victory in ministry. Come learn how you can recruit volunteers for any size ministry as well as being able to keep them for eternity!

### **Keys and Concepts for Organizing Family Ministry Events**

Bringing families from the community together for a Big Event at your church takes a ton of organizing, volunteers, and money. Well, not quite! Learn how to get a successful event together that will bring families together without straining your people or your budget.

### **Connecting with Parents**

Spiritual training belongs in the home and the job of the church is to come alongside the parents, not the other way around. Learn how to help empower the parents in your ministry to step up and take the spiritual lead!

### **Discipline Done Right**

We all have kids in our ministry that we have to ask God for a little extra patience as we see them come in the doors. This interactive workshop will give you and your leaders the tools to not only help "Johnny" sit still, but how to reach his heart for Jesus each and every week without pulling your hair out!

### **It's Anything But Childcare!**

This workshop will equip you with a solid foundation for your ministry within the most important area – your nursery and Early Childhood. Starting here with excellence will lead your church and families to create the best environment for maximum spiritual growth, and it is anything but childcare!



## Children's Ministry Training Host Church Application

**Instructions:** Save this form to your hard drive before you continue. Fill in the form by typing your answers and tabbing from one field to another. Return the application via email to robin.kluever@incm.org or fax it to INCM at 303.660.6444.

Host Church	
Contact Name	Position/Title
Name of Church	Church Phone
Address of Church	Fax Number
City/State/Zip	Contact Phone
Email Address	Your Email Address
Average Sunday morning Worship attendance	Your Cell Phone Average weekly <u>Children's Ministry</u> Attendance

Does your church host other church/community events? Please tell us about them.

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Is your church handicapped accessible?     YES     NO

Distance from nearest major metropolitan Airport \_\_\_\_\_

Which city is this? \_\_\_\_\_

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Is there a children's ministry network in your local area?     YES     NO

If so, how many children's ministry workers are involved? \_\_\_\_\_

If so, are you actively involved?     YES     NO

If known, what is the name and phone number of the contact person of the children's

ministry network?	
Name: _____	Phone: _____
If your church is selected, will you be able to earnestly promote the CMS in your local area? _____YES _____NO	
What INCM events have you attended?	
_____Children's Pastors' Conference	What year(s) _____
_____Children's Ministry Seminar	What year(s) _____

I (We) agree to the following:

**Date:** Our requested dates in 2010/2011 are:

First Choice \_\_\_\_\_ Second Choice \_\_\_\_\_ Third Choice \_\_\_\_\_

**Desired Workshops (select three):**

- Connecting Kids to Jesus
- Connecting Kids to the Bible
- Connecting Kids to the World
- Connecting with Parents
- Discipline Done Right
- From Boo-boos to Background Checks
- Great Games that are Fun and Focused
- It's Anything but Childcare
- Keys and Concepts for organizing Family Ministry Events
- Recruitment as Easy as P.I. E.

**Fee:** We agree to pay the \$500 deposit upon acceptance with another \$500 due 21 days before seminar.

Signed \_\_\_\_\_ Date \_\_\_\_\_

(If filing this form electronically type your name as your signature.)

International Network of Children's Ministries • PO Box 190 Castle Rock, CO 80104 • 1025 South Perry St, Castle Rock, CO 80104 • www.incm.org



## Host Church Agreement

This Agreement is made between International Network of Children's Ministry (referred to as **INCM**),

PO Box 190 Castle Rock, Colorado 80104. Telephone 303.660-6626 and:

Your Name (referred to as <b>Host</b> )	Position/Title & Email Address
Church Name (referred to as <b>Host Church</b> )	
Church Physical Address	Church City/State/Zip
Church Telephone	Church Fax
Emergency Back-up Contact Name	Emergency Back-up Contact Telephone & Cell Phone

The parties agree to the following:

- FEE AND DATE.** The Host Church fee is \$1000.00 (\$500 due w/host agreement – remaining \$500 due 21 days prior to seminar). All Host church attendees are free. INCM will conduct an intensive Children's Ministry Training (referred to as **Training**) at the above Church  
on: \_\_\_\_\_
- BENEFITS.** Church will receive discounts toward resources for the following
  - 25 paid attendees = 20% off resources
  - 40 paid attendees = 40% off resources
  - 50 paid attendees = full refund of host fee
- MEETING ROOMS / FACILITY.** Church will provide meeting rooms and facilities to INCM. Typically, meeting space required is one meeting room capable of seating 100 (classroom style preferred) to include the sales area with 4 (four) to 8 (eight) 6' tables, one break area separate from meeting room, and one check-in area with one to two 6' tables.
- PROMOTION.** INCM will conduct national promotion of the via the INCM website. Host will conduct local promotion through mailings, personal contacts, and press releases.
- VOLUNTEERS.** Host will recruit and coordinate 7 volunteers to assist with the set up the day before the Training and the day of the Training. Volunteers will assist by checking-in registrants, selling resources, serving the refreshment break and if the Host decides, the meal, and clean up at the conclusion of the Training. Host will recruit at least one (1) A/V technician to operate audio/visual equipment throughout the Seminar.
- RESPONSIBILITIES.** INCM will provide one onsite professional Presenter for the Training. Host has read and understands the "CMT Host Church Responsibilities" document and agrees to responsibilities as outlined.
- CANCELLATION.** INCM reserves the right to reschedule the Seminar at its discretion due to inclement weather conditions, in the CMT region or for the Presenter.

Signed and Agreed:

\_\_\_\_\_  
HOST

\_\_\_\_\_  
Date

\_\_\_\_\_  
Robin Kluever

\_\_\_\_\_  
Date

\_\_\_\_\_  
Training and Development Director

\_\_\_\_\_  
Exec. Pastor/Sr. Pastor/Bus. Admin.



## Host Church Checklist

### ***Immediately***

	Reserve meeting rooms and space at your church for the Training as follows: <ol style="list-style-type: none"><li>1. A meeting room capable of seating 100 (classroom style) for the Training workshops, resources &amp; break area. Meeting Room should include the resources and be adjacent to the snack area. If a large room is not available, the sanctuary may be used.</li><li>2. A resource/sales area with six 6' tables.</li><li>3. A registration/check-in area with one to two 6' tables.</li></ol>
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### ***Twelve weeks before the Training***

	To assist you in your local networking efforts, INCM will email a media kit to you that will include design to be copied by you for: <ol style="list-style-type: none"><li>1. posters</li><li>2. Bulletin inserts</li><li>3. signs</li></ol>
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### ***Eight weeks before the Training***

	Begin promoting the Training in your area in the following ways: <ol style="list-style-type: none"><li>1. Mail or hand-deliver bulletin inserts and posters to at least 100 churches, children's ministry leaders in your area and area Christian bookstores. (INCM will conduct national promotion of the CMT tour through website and email blasts.)</li><li>2. Promote the Training in your own church and other local churches using the posters and bulletin insert master provided by INCM.</li></ol>
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### ***Six weeks before the Training***

	Begin recruiting 7 volunteers to help with the following Training tasks: <ol style="list-style-type: none"><li>1. Registration and Sales.</li><li>2. Audio / Visual Technician.</li><li>3. Food Assistants to help serve refreshment break and meal if so decided.</li></ol>
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### ***Four weeks before the Training***

	<ol style="list-style-type: none"><li>1. Call local churches to verify they received information and encourage them To register early to receive discounted rate.</li></ol>
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### **Three weeks before the Training**

	Confirm volunteers and their Training assignment and schedule.
	For planning purposes, <u>AT THREE WEEKS OUT</u> , INCM will confirm all registrations and e-mail the current number of registrations to you. INCM will closely follow the number of registrations

### **One week before the Training**

	Secure four 6' tables for resources and one 6' table for registration. Additional tables will be needed for refreshment break and meal if so decided.
	Plan the refreshment break you will be serving. Order or obtain your refreshment break supplies. (Please refer to the refreshment suggestions attachment) Ensure that these volunteers are ready to assist you on that day. INCM would prefer that another ministry in your church take on this responsibility and coordinate with the Host.
	INCM will e-mail an updated and current number of registrations to you to help you plan.
	The Presenter will call to schedule a time to meet with you one day before the Training. The meeting time will depend upon the Presenter's travel schedule.

### **Three days before the Training**

	INCM will fax a current listing of PAID Training registrants to you. The total number of PAID registrants listed on this report plus the number of PAID Walk-in registrants (verified on-site by the presenter) is the number INCM will use to process the resource benefit per the Host Agreement.
	Purchase or order additional food according to current number of registrants. Consider the number of walk-ins you might have.
	Receive approximately 4-6 boxes of training materials from INCM and INCM partners for the Training. These boxes will be shipped to the address listed on your "Host Agreement," unless you inform us otherwise.

### **One day before the Training**

	Set up the rooms to be used.
	Set up the following equipment in the Training room: <ol style="list-style-type: none"> <li>1. Sound system with one wireless lapel microphone (with extra batteries).</li> <li>2. Video/Data Projector</li> <li>3. Large screen or clear a wall where the images will be shown.</li> <li>4. A podium for the Presenter. Please, no music stands or piano benches.</li> </ol>
	Unpack the resource boxes that have been shipped to you in advance. Set out all the items on the display tables. Place all materials in the box (es) marked "Registration" on the registration table.
	Other boxes may arrive from other children's ministry sponsors/partners with brochures and catalogs. These items should be placed on the registration table.
	Meet with the Presenter and the audio / visual Technician at agreed upon time to review meeting room set-up, resource tables, and the registration and food areas.

## ***The Day of the Training***

	Meet at the church at 7:00 a.m. The presenter has a very tight set-up schedule, <u>so please be prompt.</u>
	Post directional signs provided by the Presenter.
	Registration, Sales and A/V Technology volunteers should arrive at the church promptly at 7:30 am for an orientation meeting with the Presenter. The 30 minute orientation is appreciated by volunteers. Some guests will arrive before the 8:00 check-in, so being ready is important.
	Registration begins at 8:00 am.
	Open the Resource Sales area for guests to begin browsing and shopping.
	Training begins promptly at 8:55 am. Volunteers responsible for the refreshment break should arrive by 9:00 am to ensure all drinks, food and necessary supplies are prepared and ready for the break.
	Training concludes at approximately 1:00 pm. Time for the training must be adjusted accordingly. After the training has concluded please box all resources remaining. <i>It is necessary that you and the Presenter inventory any remaining items.</i>
	<b>Call Fed Ex - for a pickup after labeling and taping up boxes.</b>
	Go home, put your feet up, and thank God for a great day!

## **Children's Ministry Training Refreshment Break**

### ***Refreshment Break Suggestions***

- ✓ Regular and decaffeinated coffee, tea, water
- ✓ Sugar, sugar substitute, creamer, stirrers, napkins, cups.
- ✓ Assorted pastries (such as muffins, rolls, bagels with cream cheese)
- ✓ Assorted drinks (water, lemonade, iced tea, soft drinks, juice)
- ✓ Healthy items such as fresh fruit
- ✓ It is helpful to have at least one food line per 30 attendees to allow the food line to flow quicker (i.e., for 60 people have 2 food lines; for 90 people have 3 food lines).

***Thank you for your dedication to children's ministry and partnership with INCM to bring valuable training to children's workers!***