

HOSTING A NEW ENGLAND CALVARY CHAPEL SCHOOL OF MINISTRY SEMINAR

Hosting a NECCSoM Seminar is fun, a privilege, and at least a little bit of work. It's fun because your church gets to host members from Calvary Chapels scattered all throughout New England. Seeing all the students and members of congregations eager to learn and grow in their faith in your building is a thrill, no doubt about it! It's a privilege because you get to serve pastors, congregants, the guest speaker / presenter, and contribute to the ongoing regional and global outreach of the church through Calvary Chapel. It's work because there is a lot to do, but it's worth it! Not only can you host a seminar, but you can teach one!

HOW TO PREPARE / WHAT WE NEED FOR A SUCCESSFUL SEMINAR

- Most seminars are 5-6 hours with some exceptions. That means you need to be prepared to start welcoming students 30-45 minutes before the seminar begins and stay a half hour after the seminar ends.
- Usually for a seminar the room will need to be able to seat around 100 people, have a working sound system, projection ability for slides, videos, and lyrics if any singing is involved.
- A provided lunch is a part of the cost of every seminar (\$15/pp is standard). The host church may decide to (1) cater the lunch (2) prepare lunch onsite if you have the capability (3) have church members bring prepared food from home in an organized fashion. It's really up to each fellowship how they want to do that. You'll need enough volunteers to serve, clean up, set-up and take down. Churches that want to provide bottled water, fruit, or snacks in between sessions are encouraged to do so. NECCSoM reimburses for the cost of lunch and snacks up to \$15/pp should a church decide to go the catering or outside food route. If a smaller CC would like to host a seminar, NECCSoM will assist with which volunteer help, lunch, etc., as needed.
- Most pastors will not be local to you so we encourage the host church to have the speaker share in their church the day after the seminar or at their Saturday night and / or Sunday morning services. We do ask that the church give an honorarium to visiting speakers. NECCSoM gives an honorarium to each visiting pastor for the seminar itself, but not for the Sunday morning service.
- We want to record the video of each session so the students can go back to refresh and review the sessions. Let us know as early as you can if you have the capacity to video the sessions and capture them so we can put them on the NECCSoM website. If you don't have the ability we can try and send a team to do it. Please let us know as soon as you can if there is an issue.