

## **NAAC REGIONAL TRAINING EVENT HOSTED BY CONGREGATIONS**

### **Covenant Between NAAC and Host Congregations**

#### **Expectations of Host Congregation:**

1. Will provide adequate space for plenary and break-out sessions as well as dining facilities for participants. Along with appropriate AV equipment, screens, easels with notepads, etc.
2. Will provide scheduled meals including two dinners, two lunches, two breakfasts, and snacks.
3. Will provide worship space for scheduled worship rites and musician(s) as agreed upon.
4. Will appoint an event coordinator to oversee arrangements and be liaison to NAAC for planning including establishing a budget and determining method of registration/collection of fees.
5. Will provide for participant materials including copying of participant notebooks, name tags, etc.
6. Will provide a hospitality team to welcome guests and host a social time on the first evening.
7. Will help recruit small group leaders and other conference help as necessary.
8. Will be responsible for funding of the event.
9. Will provide a list of local motels where out-of-town participants can stay. And will try to negotiate a special rate with a motel that is somewhat close to the church.
10. Publicize this event locally and on the church website. And notify the area bishop of the event.

#### **What NAAC will provide:**

1. Will provide up to four trained team members who will be responsible for the program. (No honorarium necessary but will expect reimbursement for travel and lodging costs.)
2. Among the team members may be a worship leader/liturgist who can work with the local musician in crafting the worship services of the institute that include the catechumenate rites.
3. Director of the training institute (from NAAC) will work with congregational coordinator in establishing a budget and determining method of registration/collection of fees.
4. Will provide a registrar to collect fees as well as an online registration option if desired.
5. Will promote the event through the NAAC website and provide publicity to various denominational partners in the region, as well as to NAAC members through Constant Contact e-news, newsletters, facebook, etc.
6. Will provide sample notebook of participant materials including schedule, training materials, etc. for the congregational staff or volunteers to copy and assemble on site.
7. Will provide both books for sale as well as items for a resource table.
8. Will provide book bags (free to participants).
9. Will offer Continuing Education (CEU) certificate for those participants who request it.
10. Will provide tuition scholarships for up to two seminarians and/or first call pastors.
11. Will conduct an evaluation at the end of the event and share results with congregation.
12. Will be available post-event to provide assistance and resources to participants.

**Sample Budget** (based on 35 participants including staff and volunteers):

**Expenses:**

Meals (including 2 dinners, 2 lunches, 2 breakfasts) for 40* people:	\$ _____
Snacks (including bottles of water throughout event, welcome snacks on Thursday early afternoon, Social Hour on Thurs. night, Friday snacks during day)	\$ _____
Supplies: Purchase of Notebooks (35*), dividers for notebooks, name tags, etc.	\$ _____
Housing of 3-4 NAAC training team (3 nights lodging: Wed., Thurs., and Friday)	\$ _____
Transportation for four NAAC training team members (at least two from Texas)	\$ _____
Copies of participant materials for notebook (unless absorbed in-house)	\$ _____
Copies of worship services (if not included in notebook) and other worship items	\$ _____
Reimbursement for any NAAC shipping costs of resource materials	\$ _____
Miscellaneous Expenses or Other:	\$ _____
<b>Total Expenses:</b>	<b>\$ _____</b>

\*Participant fees determined by dividing total expenses by 35-10=**25**

\*Need to subtract 4 NAAC training team members and up to 6 congregational staff/volunteers such as pastors, musician, event coordinator, etc. who are not paying participant fees.

Based on past training events, it seems that 25-30 paid participants is somewhat realistic. If you think that the event will draw more paid participants, you can factor that into the equation.

Should the congregation choose to subsidize this event (or locate a generous donor or grant), the amount of the parish contribution can be subtracted from the total expenses. Then divide up the new expense total by estimated number of paid participants. This could include having the host congregation pay for some of their leaders to attend or could simply be a gift to help lower the amount of tuition fee charged to participants.