

Bring Them In Children's Ministry Conference

2010 Host Church Information Sheet

Thank you for considering being a host church for the Bring Them In Children's Ministry Conference. It's our prayer that God will use the conference to train and motivate many people to reach children and their families for Christ.

Our 2010 conference theme will be "Keep Them Growing!" from Luke 2:52.

This information letter is designed to help you, the conference host, to fully understand and successfully carry out a BTI Children's Ministry Conference in your church and to have the necessary information to give churches when they call with questions. If you need any additional information, please feel free to contact us.

Bring Them In
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This Information is Important – Please Read It Carefully!

Conference Schedule

There may be slight changes in this schedule depending on the number of attendees we have at your conference, but this outline should help you in your planning. Remember, we can customize the conference to meet the needs of your church.

Friday

2:00 – 5:00 p.m. – Set-up of exhibits, registration table, etc. Please have all tables ready for use that morning.

Saturday

8:30 – 9:00 a.m. – Registration
9:00 – 9:45 a.m. – Super Session 1
10:00 – 10:50 a.m. – Workshop Session 1
11:00 – 11:50 a.m. – Workshop Session 2
12:00. – 1:00 p.m. – Lunch Break
1:00 – 1:50 p.m. – Super Session 1
2:00 – 2:50 p.m. – Workshop Session 3
3:00 – 3:50 p.m. – Workshop Session 4
4:00 – 5:00 p.m. – Super Session 2 & Closing

A. Registration

- All conference registrations should be mailed, phoned to Bring Them In or completed online at [www. BringThemIn.com](http://www.BringThemIn.com).

- As the host church, your members will attend without paying a registration fee. It's our way of saying thanks for hosting the conference and all your hard work. Be sure to promote the conference in your church and involve as many of your members as possible.
- We will need a registration table set up by 5:00 p.m. on Friday in the area where people will be entering the church. If your church has several entrances, please make signs to mark the entrance for the conference.
- Those outside your church will pay the following registration fees:
 - Individual Rate:**
 - Pre-registration Rate: Ten days prior to the conference - \$45.00 per person
 - Less than ten days before the conference and at the door: \$55.00 per person
 - Group Rate (10 or more from the same church):**
 - Pre-registration Rate: Two weeks prior to the conference: - \$35.00 per person
 - Less than two weeks before the conference and at the door: \$45.00 per person

We count on the host church helping us have as many people from outside the church as possible and we count on you promoting the conference extensively to churches in their area.

Registration Policies:

- Payment must be received by Bring Them In 10 days before the conference to receive the Pre-registration rate.
- Payment must accompany registration.
- The conference is for adults and teens only – no children under 13 unless they are active in ministry and attend all sessions.
- Cancellation notification must be submitted before or at the conference. There will be no refunds after the event.
- Cash refunds will be given up to ten days prior to the conference. Cancellations received after the ten-day cutoff will receive a Bring Them In merchandise certificate for use at the conference.

B. Motel Information

You may be getting calls from people who will need overnight lodging for the conference on Friday night. Please contact three or four moderate to medium priced motels located reasonably close to your church and find out room rates, phone numbers and other information that would be helpful to those needing lodging.

It is also the host church's responsibility to provide accommodations for the conference leaders for Friday and Saturday nights. Most leaders can share a room to keep cost down.

C. Workshop Leaders

The conference will have multiple speakers and workshop leaders. Bring Them In will supply most of the conference leaders but we will also need some local workshop leaders. If you, someone on your church's staff or someone you know and recommend in the area, would like to lead a workshop, please let us know immediately. These need to be people with good communication skills, a passion for children and ministry, a positive testimony for Christ and who you know and endorse personally. They would need to have enough material for one or two 50 minute workshops on topics related to some area of children's ministry.

D. Large Meeting Room

We will need a large room for our Super Sessions. This can be the sanctuary or large fellowship hall that will accommodate the conference attendance and has as much of the equipment we need (listed below) as possible. This room can also be used for a workshop room if necessary. The podium should be removed and a music stand and small table should be placed nearby in case they are needed.

E. Workshop Rooms

We will need three to six workshop rooms, depending on the size of the conference. These rooms should be as close to the Super Session room and exhibit area as possible. If possible, each room should be able to seat at least 20 people. It is also a good idea to make directional signs for the

workshop rooms to help people find them and to label each workshop room as “Workshop 1,” “Workshop 2,” etc.

F. Exhibit Area

We will need 10 – 18 tables – depending on the size of the conference – in an area as close to the large meeting room and workshops as possible. The exhibit area can be in the large meeting room if there is room. If necessary, a hallway can be used for the exhibit area. If your tables have that “worn look,” it is helpful if you could supply rolls of paper or other disposable table covering for the display tables. We realize that each church is laid out differently but we ask that you consider the location of the exhibit area carefully and try to place it in a spot convenient to all those attending the conference. These tables need to be set up by noon on Friday afternoon.

G. Necessary Personnel

Conference Host – This is you. You will need several other people to help the conference run smoothly.

Registration Personnel – There should be two people recruited to help with registration from 8:15 – 9:30 a.m. on Saturday morning. We will need to meet with the registration personnel at 8:15 on Saturday morning to go over procedures and instructions. Registration is a very simple process.

Sound Technician – We must have someone available at all the Super Sessions whose only job is to operate the sound and media system. This may be a teenager but it must be someone familiar with the sound system in the large meeting room and able to fix any problems that might occur. The sound technician should be available at 8:30 on Saturday morning for setup and instructions.

Conference Helpers – It’s a good idea to have three or four additional people who know the layout of the church, who will check the restrooms periodically (this is needed with a large group in your church the entire day), who can answer questions, and who can help with anything that is needed at the last minute.

H. Equipment Needed

Every conference differs somewhat regarding needed equipment. Here’s a list of what we know will be useful. We will let you know if additional equipment is needed. We are *very flexible* about all this and will work with you to make what you have available work.

- Normally we use the church sound system in the sanctuary or fellowship hall. This should include a cassette player, CD player and at least one wireless lavalier microphone and one handheld platform microphone with stand.
- A video projector and screen with a VCR/DVD player
- At least one TV/VCR combination units on AV carts for workshop leaders to use
- One overhead projector for workshop leaders to use
- A cassette/CD player for workshop leaders to use
- If your church has PowerPoint in the room we’ll be using for the Super Sessions, please let us know and we’ll pass that information on to our Super Session leaders who use PowerPoint in their presentations.

Please remember if your church does not have all this, it is no problem; we will work with what you have.

I. Printed Material

Bring Them In will send you the following material:

1. News releases for you to send to local newspapers, radio and TV stations (you can find this at the end of this information sheet).
2. Extra Conference brochures

We will need you to provide:

1. Copies of workshop schedule for all those attending and copies of workshop handouts. These can usually be printed on Friday afternoon.

J. Publicity Responsibilities

Bring Them In will promote the conference through direct mail and its web site but we would like to ask you to help by contacting local churches, sending the news releases to local newspapers, radio and TV stations, putting info in your church publications, website, church marquee, and making sure your people know about the conference. Your help in promoting the conference makes a huge difference and we are counting on you helping us have as many people attending as possible.

K. Reimbursement & Registration Payment

Bring Them In will reimburse your church for any cost involved with the conference that's not part of the host church's responsibilities. Just provide us an itemized expense list. Set-up and clean-up are part of the host church's responsibility.

L. Rescheduling & Cancellations

Once a date is set for the conference in your church, you can be sure that Bring Them In is committed to having your conference. We will only cancel or reschedule the conference if the registration two weeks before conference is not large enough to cover the expense of the conference. We do not mind having a small conference but we do need to break even. If we have less people registered than needed to have the conference, we have no objections to the host church helping covering part of the cost so the conference doesn't have to be canceled or rescheduled. There is no obligation on the host church's part to do this but it is an option for you to have the conference for your workers.

We understand that sometimes churches have conflicts in scheduling or special circumstances arise that forces the host church to reschedule or cancel their conference. We ask that if you *must* consider cancellation or rescheduling that you let us know as soon as possible. We will invest in your conference by printing and mailing brochures, securing speakers and locking in a date for your conference. You can understand the cost we have invested and that once we have your date on the calendar, we and the speakers have obligated ourselves to you and we often turn down invitations for that date. When you cancel or reschedule, we have no way to recoup that expense so it's very important for you to let us know if you must reschedule or cancel at the earliest date possible.

M. Lunch

The host church will provide a simple lunch for those attending the conference – this can be sandwiches, pizza, hamburgers, etc. We've found that this is a big help to those attending the conference and makes a difference in helping the conference run smoothly. You can put out a donation basket to help with the cost if you wish.

N. General Information

- Please do not make handmade signs – use the computer or contact Bring Them In and we'll make the signs you need.
- Please share this information with anyone answering the church phone so they will be able to answer any question people might have.
- We will send you a list of those leading our Super Sessions and workshops in advance in case you would like to use them in your church on Sunday. You would be responsible for the extra motel night(s) and any honorarium or love gift you wish to give. Please contact them early as they often have churches in the area contact them about being with them as soon as they find out about the conference.
- We may need airport pick-up for some of our speakers. We will contact your church when we have this need.
- We are **SUPER FLEXIBLE** and we'll work with you to make a conference in your church happen – this list is not chiseled in stone.
- We would like to take you and your family and any other key leaders in the conference out to eat after the conference Saturday night. Don't feel like you have to go, but we would enjoy doing this for you as a small way to say thanks for all your extra work.
- Pray daily for God to bless and use the conference.

- We have conferences in all size churches and in all locations. Please don't let these things keep you from hosting a conference.

Please read this information carefully and do not hesitate to contact Larry Higgs if you have any questions.

Sample

NEWS RELEASE
For Immediate Distribution

Bring Them In Children's Ministry Conference
Date

Bring Them In Ministries and *Your Church Name* are co-sponsoring a Children's Ministry Conference at *Your Church Name* in *Your Town*.

The conference will provide workshops and performances on various areas of Children's Ministry in the local church including Sunday School, Children's Church, Bus Ministry, and many areas of creative ministry. This year's theme is *Keep Them Growing* and will be helpful to anyone who works with children.

Special guests may include Dr. Larry Higgs of Bring Them In Ministries, Brenda Marshall who is Flower the clown, "Tricky Ricky" Henson from Atlanta, GA, Leigh Oslin aka Pastor Oz, Pat Meyers from Children's Church Stuff and various other Children's Ministry leaders.

Registration opens at 8:30 a.m. on Saturday morning and costs range from \$30 to \$50 depending on the number of people registering and when they register. The conference begins at 9:00 a.m. and ends at 5:00 p.m.

Bring Them In is a national children's ministry supply and training organization for those in the local church.

There will be a wide variety of ministry resources available at the conference from several suppliers. You can purchase proven material for use in your church and ministry.

For more information on the conference, please call *Your Church Name* or visit our web site at www.bringthemin.com

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P.O. Box 34564
Houston, TX 77234
281-922-6743

BTI Conference Check List

Carefully Read the Host Church Information Sheet – remember, we are very flexible.

- News Releases sent to local newspapers, radio and TV Stations about six weeks before the conference. (This is important and gets good results.)
- Large Meeting Room w/Sound System (this can also be used as a workshop room)
- Sound Technician (*Meet with BTI at 8:30 a.m. on Saturday*)
- Workshop Rooms (3 – 5, depending on the size of the conference)
- 1 Table for Registration
- Registration People for Saturday morning (*Meet with BTI at 8:15 a.m. on Saturday*)
- Conference Helpers
- 10 – 18 Tables for Exhibit Area – set up on Friday (the number will depend on the size of the conference)
- Contact BTI with names of potential workshop leaders
- Contact BTI if PowerPoint is available in the large meeting room
- TV/VCR on AV cart
- Overhead projector, tape player, CD player(s)
- Signs for workshops and directions
- Someone for airport pick-up, if needed
- Contact area churches with phone calls and letters.
- Make hotel reservation for the conference speakers.
- Make plans for lunch.

Do not hesitate to contact Larry Hipps if you have any questions.

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