

How to Bring a LOGOS Encounter to Your Church



2018

GenOn Ministries
How to Bring a LOGOS Encounter to Your Church

Greetings!

We are so pleased that you are moving forward to bring a LOGOS Encounter to your church. At LOGOS Encounters, you can anticipate participants will receive a wealth of information aimed at growing and supporting your ministries:

1. a comprehensive understanding of Christian relationships, a balanced approach to ministry with children and youth, and an understanding of our biblical Process of Call
2. a vision for excellence in nurturing children and youth into discipleship
3. multiple opportunities to experience LOGOS, and explore resources to support your ministry
4. a variety of opportunities to build relationships with other training participants through networking, sharing of ideas, learning and worshiping

Hosting an Encounter gives your participants the advantage of being close to home in the comfort of a familiar setting.

This packet provides everything you need to host. Simply follow the **Five Steps to Hosting** on page 3. To get started, download this packet and provide copies for everyone who will help with planning and hosting. **Keep it handy.**

We are ready to answer all your questions so that you can enjoy an excellent Encounter. Simply call us at **877-937-2572.**

Blessings,
GenOn Ministries Staff

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Five Steps to Hosting

To schedule and host a LOGOS Encounter, follow these 5 easy steps. Please contact GenOn Ministries staff with questions.

- 1** **Share and review** this packet, especially the Sample Contract, with key leaders. Discuss the costs and responsibilities of hosting. Then, agree on 2 different dates that your church could host training.

- 2** Complete the Letter of Intent online at www.genonministries.org/pages/logos-training. No money is due with the Letter of Intent.

- 3** **GenOn Ministries will choose the event date** from the 2 dates proposed in the Letter of Intent. Then an **Official Contract** will be emailed to the Primary Contact. A sample contract is included in this packet (pages 5-7).

- 4** At least 60 days before the Encounter date, **sign and return the Official Contract** via email to Betsy (betsydishman@genonministries.org) AND **make the \$275.00 initial payment**, which applies to the Travel Fee.
 - For paying by credit card**, call Nancy Shimpeno, GenOn Bookkeeper, at 877.937.2572 to process your card.
 - For paying by check**, mail the check to PO Box 4, Springdale, PA 15144 with a copy of the contract.

- To ensure ample time for publicity, please remit contract and payment promptly. The event will then be open for registration on GenOn Ministries' website; posted to social media; and publicized with other churches.**

- 5** **Prepare for your Encounter** by following the **Hosting Responsibilities** section (pages 8-13) of this document. GenOn staff will be contacting you to talk you through it.

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Sample Letter of Intent

Host Church: _____

Host Church Street, City, State/Province, Country, Zip/Postal Code: _____

Host Church Phone Number: _____

PRIMARY Host Church Contact Information

Name: _____

Email Address: _____

Preferred Phone Number: _____ work mobile home

SECONDARY Host Church Contact Information (if applicable)

Name: _____

Email Address: _____

Preferred Phone Number: _____ work mobile home

PROPOSED DATES

First choice:

Second choice:

Length of event: (check one)

1 Full Day option (usually a Saturday)

Split Day option (usually Friday evening/Saturday)

Are there details to share about your selected dates?

What topics are most important to your church? Please explain here:

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Encounter Fees

The Host agrees to pay \$275.00 of the Travel Fee when submitting a signed contract at least 8 weeks before the event. Thirty days before the event, the host submits \$1450.00 Basic Fee + \$275.00 for the remainder of the Travel Fee. For this investment the Host can have up to 16 participants. An additional \$25.00 for each Host participant over 16 will be invoiced after the event. Other non-host churches register online directly through GenOn's website. These registrations do not affect the Host's number of participants, nor the fees.

If a co-host is available, 2 churches may equally split fees and the number of participants. Each pay \$275.00 of Travel Fee when submitting the signed contract.

Sample Contract

Contract Description

This description and contract define responsibilities of GenOn Ministries and the Host Church (HOST) for creating and holding a LOGOS training event (Encounter). Please address any questions about the contract before the contract is signed and returned.

Format and Time Frame

The format and time frame for an Encounter usually follow the Encounter Agenda in *How to Bring a LOGOS Encounter to Your Church*. GenOn Ministries will work with the HOST to adjust the day, customize the agenda, or change the start time. All changes will be noted on the contract.

Contract Dates

The contract states:

ENCOUNTER DATE - set prior to issuing the contract

CONTRACT DUE DATE - 60 days before the Encounter date

BASIC FEE DUE DATE - 30 days before the Encounter date

On or before the CONTRACT DUE DATE, sign and return the contract (page 3) via email to Betsy Dishman (betsydishman@genonministries.org) and arrange for an initial payment of \$275.00 (non-refundable) which will apply to the Training Leader(s) travel expenses.

On or before the BASIC FEE DUE DATE, arrange to pay \$1450.00 + \$275.00 balance for travel fee.

Making a Payment

To make a payment by **credit card**, call Nancy Shimpeno, GenOn bookkeeper, at 877.937.2572.

To make a payment by **check**, mail a check made out to GenOn Ministries:

GenOn Ministries, PO Box 4, Springdale, PA 15144, and send a copy of the contract with the check.

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Encounter Participants

GenOn Ministries will allow up to 16 participants from the host church with this contract. Any additional participants from the host church will be invoiced after the event at \$25.00 per person.

Additional participants may register from other churches directly through the GenOn website. These registrations will not factor into the host's numbers.

Publicity

The HOST agrees to promote the event within their church, and other churches in the community. GenOn staff will post the event on their website and send information to other potential churches.

Registration

All participants from the host church register at the Encounter. Participants from other churches register in advance at the GenOn website.

Host Guarantee

To guarantee that the Encounter takes place, HOST makes all payments by the assigned DUE DATES.

Alternate Arrangements

If number of participants is low, GenOn Ministries may suggest alternate arrangements in order to hold the Encounter OR suggest an alternate form of training OR as a last resort, may recommend postponing the Encounter.

Cancelations

If the event is canceled by the Host Church, GenOn will refund the HOST the BASIC FEE less the \$275.00 (non-refundable) initial payment.

Individual registrations from other churches canceled 2 weeks or more before an Encounter will be refunded minus a \$25 administrative fee.

Individual registrations from other churches canceled less than 2 weeks before an Encounter will be non-refundable.

Hosting Responsibilities

Host Church agrees to all responsibilities defined in *How to Bring a LOGOS Encounter to Your Church*, including:

- Prepare and pay for snacks and meals for all participants and Leadership Team (HOST has the option to collect \$8 from non-Host church participants to cover the cost of food and drinks. This payment is collected when participants arrive.)
- Arrange for use of church building facilities for this Encounter, including access for set up the day before the Encounter.
- Provide the items and services listed in the *Hosting Responsibilities* section of *How to Bring a LOGOS Encounter to Your Church*.

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To complete this contract, check appropriate boxes and enter information where requested, sign, and submit payment.

GenOn Ministries (“GenOn”), PO Box 4, Springdale, PA 15144, and

HOST (Church name)

agree that GenOn will conduct a LOGOS Encounter for HOST at

(Church address)

ENCOUNTER DATE is (Encounter date). Set-up will take place prior to the event.

CONTRACT DUE DATE is (date). HOST will return signed contract and make initial payment of \$_____ (non-refundable) by this date.

PAYMENT: If paying by credit card, call Nancy Shimpeno at 877.937.2572 to process your credit card. If paying by check, send check and a copy of signed contract to PO Box 4, Springdale, PA 15144.

BASIC FEE DUE DATE is _____. Host will make final payment of \$_____ by this date.

HOST has Wi-Fi access in the room that will be used for training. **(check one):** Yes No

Closest airport recommended by HOST: **(enter airport name)**

For lunch **(check one):**

- Our church will cover the cost of lunch for all participants.
- Our church will collect \$8 from each participant for lunch.
- Our church will collect \$8 from each non-HOST participant for lunch.

Customizations for this Encounter: **(enter info)**

PRIMARY HOST Contact Name: **(enter info)**

PRIMARY HOST Contact Email Address and Phone: **(enter info)**

HOST and GenOn Ministries agree to all information in Contract Description in this document. The terms of this Contract apply only to this Encounter, and are to be held in confidence.

GenOn Ministries Staff: _____ Date:
(signature)

HOST Representative: _____ Date: **click here**
(signature)

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Hosting Responsibilities

Budgeting

Create a budget for the Encounter

Plan for the following costs:

*Initial Payment: \$275.00 paid with signed contract towards Travel Fee	_____
*Basic Fee: \$1450.00 for up to 16 participants from host church	_____
*Balance for Travel Fee: \$275.00 due with Basic Fee	_____
Meal (see Food Fee note)	_____
Snacks and Drinks (see Food Fee note)	_____
Nametags (1 per event participant)	_____
Workbooks (see Workbooks note)	_____
Equipment and supplies not already available at the church	_____
Additional participants over 16 from host church (\$25 per person)	_____
Total:	_____

*Two churches may opt to co-host an Encounter and split the expenses and number of seats. Contact GenOn for more information.

Registrations from Other Churches

Additional participants may register from other churches directly through the GenOn website. These registrations will not factor into the host's numbers.

Number of Participants

GenOn Ministries will email the total number of registrations from other churches to the Host church contact 3 days before the event.

Food Fee

The Host Church has the option to collect an \$8 food fee (at the event) from each Encounter participant to cover costs OR opt to provide complimentary snacks and meal.

Nametags

The Host church provides blank nametags and fat tip markers at the registration table for all participants.

Workbooks

The workbook document is emailed by GenOn to the contact person for each registered church 2 weeks before the event. Each church will be responsible for providing their participants with a workbook. Suggestion: Print enough workbooks for your church's delegation, and bring to the Encounter.

Registration Forms

Host Church provides registration forms to be completed at the Encounter found at the end of this document which includes permission to use photos and video taken at the event.

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Encounter Agenda

Review the Encounter agenda. Invite volunteers to help as appropriate.

Before the Encounter, volunteers are needed to set up the registration, learning, and dining areas.

During the Encounter, volunteers are needed during the times **highlighted in yellow** to:

1. greet participants and assist with registration tables
2. prepare, serve and clean up snacks and meals
3. set and decorate tables for Family Time
4. provide service music for Closing Worship
5. Take pictures to share with your church and with GenOn. Pictures may be emailed to betsydishman@genonministries.org.

After the Encounter, volunteers are needed to assist in cleaning up the learning and dining areas.

Schedule: Full Day Option – 8:00am-5:00pm, usually a Saturday

8:00 am	Arrival, registration, breakfast refreshments
8:30 am	Defining LOGOS Experience and Process Bible Study Christian Relationships Experience and Process Recreation Achieving Excellence
12:00 pm	Experience Family Time: Lunch
12:55 pm	Process Family Time Experience and Process Worship Arts Process of Call
3:05 pm	Break – Snacks available Equipping Leaders Church Planning
4:30 pm	Closing Worship – accompanist needed
5:00 pm	Dismiss and Clean Up

Schedule: Split Day Option – 5:30-8:30pm Friday; 8:30am-1:30pm Saturday (adjustable)

5:00pm	Arrival, registration
5:30pm	Defining LOGOS
6:15 pm	Experience and Process Family Time: Dinner Experience and Process Bible Study Christian Relationships
8:15am	Arrival, check in Experience and Process Recreation Achieving Excellence
9:45am	Experience and Process Worship Arts Process of Call
12:00pm	Working Lunch - Equipping Leaders Church Planning
1:15 pm	Closing Worship – accompanist needed
1:45 pm	Dismiss and Clean Up

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Inviting Participants

Invite people from your congregation to attend.

One of the greatest benefits of hosting a LOGOS Encounter is the convenience of being in your own church. To encourage people to attend:

- Publicize early and often. GenOn Ministries will provide a flyer for your event.
- Refer to the Encounter as a retreat; a time for visioning.
- Form a core group of 2-3 people to commit to attending and then start promoting to others.
- As people commit, publicize their names to build excitement and momentum.
- Be clear that this is for all volunteers, church leaders, staff, and the whole congregation.
- Provide childcare to encourage parents to attend in compliance with your church's safety guidelines.

Other churches, with or without LOGOS currently, are welcome to register online to attend.

The Encounter experience is enhanced when churches come together. GenOn staff will post the event on www.genonministries.org, on GenOn social media pages, and send information to other potential churches. Participants from other churches register directly at the GenOn website.

Facility Set Up

Prepare to have facility set up and all equipment and supplies gathered before the Leadership Team arrives. There may be some rearranging, but tables and chairs should be ready.

Registration Area - Set up tables near the church entrance to accommodate the following:

1. **Registration Table:** Pens, LOGOS Encounter Registration Email List (may be done electronically).
2. **Nametags:** Provide blank tags and markers for participants to write on; sticky labels preferred
3. **Food Fee and/or Workbook:** Collect \$8 per person food fees (if applicable); be prepared to make change. Host church participants may pick up a workbook here. Participants from other churches provide their own workbooks.

Learning Area

The majority of the Encounter will take place here, often a large room or fellowship hall. Things to consider: good lighting, space for tables, chairs, projection equipment, and 1 table and chairs for the Leadership Team.

Participants are seated at round tables or square "islands" (see pictures below). Put 4-6 chairs around each table so participants can view the screen. Put LOGOS Encounter Registration Form at each seat.

Set up a screen, projector and speakers for good visibility, and access to power outlets.

The Leadership Team will provide a laptop.

Near the screen, set up a podium or music stand, and an easel with newsprint and new, fat-tip markers.

If internet is available, provide the Team Coordinator with access information.

In addition, have these supplies available:

- Grounded Extension Cord and power strip for projector, speakers and laptop.
- Cables to connect laptop to projector and speakers
- Wall clock
- Microphone and stand (if needed)
- Tape or other material to attach newsprint to walls

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2-3 Bibles for each table

Other supplies may be requested by the Leadership Team

Break-Out Areas

During the Encounter, participants will be divided into small groups for short sessions. The learning area, dining area, worship area and available classrooms may be used for these sessions.

Dining Area

The dining area may be in a separate room, or in one part of the large room used for the learning area (such as a fellowship hall). It should have easy access to the kitchen. If the dining area and learning area are in the same room, the kitchen crew should plan to set tables as quietly as possible, or at times when the participants are in another part of the building.

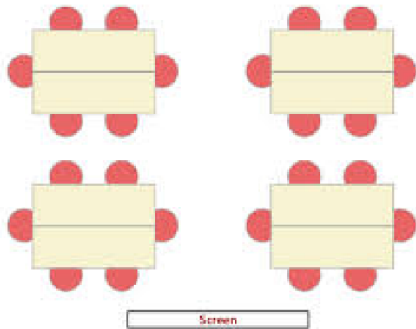
Tables in the dining area should be configured like the tables in the learning area. If the church does not have enough round tables for both areas, use the round tables for the learning area.

Sample Set Up for Learning Area and Dining Area

Round Tables



Island Tables



Snack Area

Secure a location for snacks to be served in the learning area where traffic can flow easily.

Worship Area

The sanctuary or chapel is used for closing worship. A piano is typically needed here. A podium or music stand, sound system and microphone may also be needed.

Recreation Area

The recreation area may be any open space large enough for the expected number of participants to be active and moving. When weather conditions are favorable, recreation may be outside.

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Lunch and Snacks

Plan menus for meal and snacks

Family Time

Lunch is served family style, with participants seated around tables, 6-8 participants at a table. Food is passed around each table so that serving one another is encouraged. *The Team Coordinator will work closely with the Host church contact person to plan for Family Time.*

To get started, choose a theme from the available options below. Keep menus simple and adult friendly with decorations within budget. Consider including fruit and vegetables, and adult serving sizes.

One of the training leaders will serve as Dinner Dean or MC for the meal. The Dinner Dean will plan the grace, a thank you to the cooks, and a closing table activity.

To serve the food, set up a table as a food station with serving bowls, platters and pitchers *for each table*. Put food and beverages in these containers. Designated participants (servers) from each table get the food and take it to their table. (If preferred, drink pitchers may be put on tables before participants arrive.) After the meal, servers will bring all dishes back to the food station. Provide items to help each table clean up afterwards, like trays, bus bins, rubber scrapers, garbage cans.

Beverage suggestions for lunch include iced tea, water and coffee.

Avoid all peanut products. GenOn staff will share any reported food allergies with the Host church.

Themes

Mexican Lunch

Menu ideas: tacos, chips and salsa, salad, churros
Decorating ideas: Piñatas and tissue paper flowers

Planting Seeds

Menu ideas: chef salad, fruit kabobs, flower pot dessert
Decorating ideas: clay pots, dirt, seed packets, trowels

Jonah and the Whale

Menu ideas: salmon or fish filets, cucumbers, watermelon, potato wedges, gummy fish in Jello
Decorating ideas: fishing supplies, toy fish, fake seaweed, goldfish crackers

Happy Birthday!

Menu ideas: steak and potatoes or another special main dish, baked potatoes, asparagus, salad, birthday cake
Decorating ideas: birthday hats, balloons, and confetti

Snacks

Plan to serve simple breakfast items for morning time, and snacks and drinks for afternoon breaks. Check the training schedule to determine appropriate break times when snacks should be ready for participants. Choose healthy snacks which are available for quick and efficient distribution.

- Beverage suggestions – coffee, tea (hot/cold), water, fruit juice, cold sodas
- Breakfast suggestions – yogurt, fruit, muffins, bagels
- Snack suggestions – fruit, veggies, muffins, cheese, crackers, pretzels, wrapped candies, popcorn
- **Avoid all peanut products.** GenOn staff will share any reported food allergies with Host church

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Music and Worship

Make plans for worship with the GenOn Team Coordinator

Worship Arts Rehearsals

During Worship Arts sessions, the sanctuary or chapel and additional rehearsal rooms may be needed. Sessions may include the use of handbells or hand chimes. The Team Coordinator will check with the Host church contact person about the availability and use of these items.

Closing Worship

Closing worship will be held in a sanctuary setting or other appropriate setting. The Team Coordinator should be informed of any special instructions and guidelines for sanctuary use. Arrange for a person to help with lighting and the sound system, if needed.

Accompanist

The accompanist will be needed during closing worship (check agenda for specific times) to play one song/hymn from the Host church's songbook/hymnal, and, possibly, a short piece to center the participants at the beginning of worship. The Team Coordinator will communicate worship details in advance.

Finishing Up

Clean up and return facility to original set-up

At the conclusion of the training event, Host church volunteers will return equipment, chairs and tables to their original locations, and make arrangements to email pictures to GenOn Ministries staff.

Host will provide the Team Coordinator with the electronic Email List.

The Team Coordinator will collect completed Registration Forms.

Registration Forms

Print Email List form AND Registration forms before the Encounter

Both registration forms are found at the end of this document. Please have participants complete both. The Registration Email List may be generated electronically using a laptop or tablet at the registration table. The LOGOS Encounter Registration Forms should be printed, cut in half, and provided at each seat.

LOGOS Encounter Registration Form
Please complete all information

Event Date: _____ Event City, State/Province: _____

Name: _____

Mailing Address: _____

Primary Phone: (_____) _____

Your Church Name, City, State/Province: _____

I understand that GenOn Ministries may use photographs and videos taken today for promotional or educational purposes but will not identify training attenders by name.

Check all that apply: ___ Church Volunteer ___ Church Staff ___ LOGOS Leadership Team

LOGOS Encounter Registration Form
Please complete all information

Event Date: _____ Event City, State/Province: _____

Name: _____

Mailing Address: _____

Primary Phone: (_____) _____

Your Church Name, City, State/Province: _____

I understand that GenOn Ministries may use photographs and videos taken today for promotional or educational purposes but will not identify training attenders by name.

Check all that apply: ___ Church Volunteer ___ Church Staff ___ LOGOS Leadership Team