

Hosting a LOGOS Encounter or LOGOS Boost



2019

GenOn Ministries
www.genonministries.org / 877.937.2572

GenOn Ministries
Hosting a LOGOS Encounter or LOGOS Boost

Greetings!

Thank you for bringing a LOGOS Encounter or LOGOS Boost to your church or organization. At LOGOS training events, you can anticipate participants will receive a wealth of information to equip and empower them to lead others into discipleship through intergenerational relationships which include:

1. the foundational practices for LOGOS – the Why
2. the 4 parts of LOGOS – the How
3. resources to support your ministry
4. an opportunity to build relationships with other training participants for idea sharing.

This packet provides everything you need to host. Simply follow the **Six Steps to Hosting** on page 3.

We are ready to answer all your questions to ensure you have an excellent experience partnering with GenOn Ministries. Simply call us at **877-937-2572**. You can contact our Training Coordinator, Betsy Dishman, directly at betsydishman@genonministries.org.

Blessings,
GenOn Ministries Staff

Liz Perraud - Executive Director
LizPerraud@GenOnMinistries.org

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SuzieLane@GenOnMinistries.org

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NancyShimpeno@GenOnMinistries.org

GenOn Ministries
Hosting a LOGOS Encounter or LOGOS Boost

Six Steps to Hosting

To schedule and host a LOGOS Encounter or LOGOS Boost, follow these 6 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 you 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 a **contract** will be emailed to you. A sample contract is included in this packet (pages 5-7).

- 4** At least 60 days before the event date, **sign and return the contract** via email to Betsy (betsydishman@genoministries.org) AND **make the \$275.00 initial payment**, which applies toward 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 and organizations.

- 5** **Encounter:** For LOGOS Encounters, at least 30 days before the event, the Host submits the \$1,275.00 Encounter Training Fee + \$275.00 for the remainder of the Encounter Travel Fee.
Boost: For LOGOS Boost, at least 30 days before the event, the Host submits the \$875.00 Boost Training Fee + \$200 for the remainder of the Boost Travel Fee.

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

GenOn Ministries
Hosting a LOGOS Encounter or LOGOS Boost

Sample Letter of Intent

Host Church: _____

Host Church Mailing Address: _____

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

What type of training would you like? *

LOGOS Encounter (1 full day)

LOGOS Encounter (2 half days - Friday evening and Saturday morning)

LOGOS Boost (half day)

Leader Lab: Cultivating Community for a Thriving Church (half-day)

Workshop (various lengths)

Coaching/Consulting (length of time to be determined)

PROPOSED DATES

First choice:

Second choice:

Are there details to share about your selected dates?

GenOn Ministries
Hosting a LOGOS Encounter or LOGOS Boost

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 \$1275.00 Training Fee + \$275.00 for the remainder of the Travel Fee. The total cost for an Encounter is \$1825.00. For this investment the Host can have unlimited participants. Other non-host churches or participants register online directly through GenOn's website. These registrations do not affect the Host's number of participants, nor the fees.

Boost 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 \$875.00 Training Fee + \$200.00 for the remainder of the Travel Fee. The total cost for a LOGOS Boost is \$1350.00. For this investment the Host can have unlimited participants. Other non-host churches or participants register online directly through GenOn's website. These registrations do not affect the Host's number of participants, nor the fees.

Two churches may work together as Co-hosts, for an Encounter or Boost, to share the costs. Each host pays \$275.00 of Travel Fee when submitting the signed contract. Contact GenOn for Co-host pricing information.

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 or Boost). 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 event usually follow the agenda in *Hosting a LOGOS Encounter or LOGOS Boost*. 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:

EVENT DATE - set prior to issuing the contract

CONTRACT DUE DATE - 60 days before the Event date

TRAINING FEE DUE DATE - 30 days before the Event date

On or before the CONTRACT DUE DATE, sign and return the contract 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 TRAINING FEE DUE DATE, arrange to pay TRAINING FEE + the balance for travel fee.

GenOn Ministries
Hosting a LOGOS Encounter or LOGOS Boost

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.

Number of Participants

GenOn Ministries will allow unlimited participants from the Host church with this contract. Additional participants may register from other churches or organizations 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 and organizations.

Registration

All participants from the Host church register at the event. Participants from other churches register in advance at the GenOn website.

Host Guarantee

To guarantee that the event 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 event OR suggest an alternate form of training OR as a last resort, may recommend postponing the event.

Cancelations

If the event is canceled by the Host church, GenOn will refund the Host the Training Fee less the \$275.00 (non-refundable) initial payment.

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

Individual registrations from other churches canceled less than 2 weeks before a training event will be non-refundable.

Hosting Responsibilities

Host church agrees to all responsibilities defined in *Hosting a LOGOS Encounter or Boost* including:

- Prepare and pay for food for all participants and training leader(s) (Encounter 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 event, including access for set up the day before.
- Provide the items and services listed in the *Hosting Responsibilities* section of *Hosting a LOGOS Encounter or Boost*.

GenOn Ministries
Hosting a LOGOS Encounter or LOGOS Boost

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 Training Event for HOST at

(Church address)

EVENT DATE is (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 \$275 (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.

TRAINING 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 and snacks for all participants.
- Our church will collect \$8 from each non-HOST participant for lunch and snacks.

Customizations for this Event: **(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 event, and are to be held in confidence.

GenOn Ministries Staff: _____ Date: _____
(signature)

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

GenOn Ministries
Hosting a LOGOS Encounter or LOGOS Boost

Hosting Responsibilities

Budgeting

Create a budget for Event

Plan for the following costs:

*Initial Payment: A portion of the Travel Fee; see Encounter or Boost Fees	_____
*Training Fee: see Encounter or Boost Fees	_____
*Balance for Travel Fee: see Encounter or Boost Fees	_____
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	_____
Total:	_____

*Two churches may opt to Co-host an Encounter or Boost and share the expenses. Contact GenOn for pricing 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 (Encounter only)

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 event.

Registration Forms

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

GenOn Ministries
Hosting a LOGOS Encounter or LOGOS Boost

Encounter Agenda

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

Schedule: Full Day Option – 8:30am-3:00pm, often a Saturday (adjustable)

Schedule: Split Day Option – 5:30-8:45pm Friday; 8:30am-12:15pm Saturday (adjustable)

8:30 am	Arrival, check in, refreshments
9:00 am	Opening
9:40 am	Let's study the Bible!
10:10 am	Snack Break
10:20 am	What are Christ-centered relationships?
11:00 am	Let's try Worship Arts!
11:25 am	Let's eat!
12:20 pm	How do the 4 parts work?
12:50 pm	Who is leading LOGOS?
1:20 pm	Snack Break
1:30 pm	How do we care for our leaders?
1:45 pm	Let's Play!
2:10 pm	Church planning
2:45 pm	Closing
3:00pm	Dismissal and Clean Up

Boost Agenda

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

Schedule: Half Day Option: 4.5 hours, Saturday or Sunday (adjustable)

8:00 am	Arrival, registration, breakfast refreshments
8:30 am	Opening
8:45 am	Foundations of LOGOS – The Why
9:45 am	The 4 parts of LOGOS – The How
	Snack Break
11:45 am	Church planning
12:15 pm	Next Steps
12:30 pm	Dismiss and Clean Up

Before the Event, volunteers are needed to set up the registration, learning, and food areas.

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

1. greet participants and assist with a registration table
2. prepare, serve and clean up food
3. set and decorate tables for Family Time (Encounter only)
4. Take pictures to share with your church and with GenOn. Pictures may be emailed to betsydishman@genonministries.org.

After the Event, volunteers are needed to assist in cleaning up the learning and food areas.

GenOn Ministries
Hosting a LOGOS Encounter or LOGOS Boost

Inviting Participants

Invite people from your congregation to attend.

One of the greatest benefits of hosting a LOGOS training event 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 event 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.
- 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 training 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 and pay fees 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 a table near the learning area entrance to accommodate the following:

1. **Nametags:** Provide blank tags and markers for participants to write on; sticky labels preferred
2. **Food Fee:** Collect \$8 per person food fees (if applicable); be prepared to make change.
3. **Workbooks:** Host church participants may pick up a workbook here. Participants from other churches print and bring their own workbooks.

Learning Area

The majority of the training event will take place here, often a large room or fellowship hall. Things to consider: good lighting, space for tables, chairs, projection equipment, speakers, Wi-Fi and 1 table and chairs for the Training Leader(s).

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 Training Registration Form at each seat.

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

The Training Leader(s) 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 Training Leader 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

2-3 Bibles for each table

Other supplies may be requested by the Training Leader(s)

GenOn Ministries Hosting a LOGOS Encounter or LOGOS Boost

Break-Out Areas

During the training event, participants may 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 – Encounter only

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.

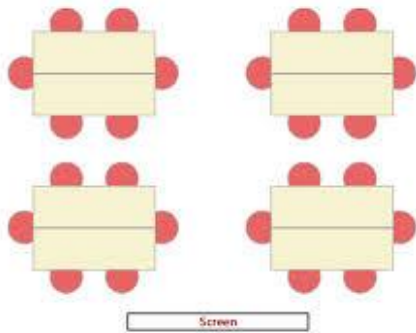
Tables in the dining area should be configured like the tables in the learning area. If the church does not have enough round tables for both areas, use the round tables for the learning area.

Sample Set Up for Learning Area and Dining Area

Round Tables



Island Tables



Snack Area

Serve snacks convenient to the learning area.

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.

Worship Area – Encounter only

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

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Hosting a LOGOS Encounter or LOGOS Boost

Family Time Lunch and Snacks

Plan menus for meal and snacks

Family Time Lunch (Encounter only)

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 (Encounter and Boost)

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

GenOn Ministries
Hosting a LOGOS Encounter or LOGOS Boost

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 Training Leader will check with the Host church contact person about the availability and use of these items.

Closing Worship – Encounter only

Closing worship will be held in a sanctuary setting or other appropriate setting. The Training Leader 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.

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.

The Training Leader(s) will collect completed registration forms.

Registration Forms

Print Registration forms before the event

Registration forms are found at the end of this document. Please have all participants complete at the event. Registration forms should be printed, cut in half, and provided at each seat.

LOGOS Training Registration Form
Please complete all information clearly

Event Date: _____ Event Location: _____

Your Name: _____

Mailing Address: _____

Email: _____

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 me by name.

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

LOGOS Training Registration Form
Please complete all information clearly

Event Date: _____ Event Location: _____

Your Name: _____

Mailing Address: _____

Email: _____

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 me by name.

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