

Hosting a Ministry Assistant Training

LifeWay's responsibilities:

- Secure a Trainer(s).
- Arrange and pay for her (their) Travel Expenses.
- Supply materials for the training.
- Promote on LifeWay Website.
- Request promotion through NASBS website.

Host's responsibilities:

- Select the date
- Select the location
- Promote through your networks via e-mail, Facebook, Twitter, blog, newsletter, etc.
- Receive registration from attendees and submit to LifeWay after the training has concluded, so LifeWay can pay the trainer's expenses.
- 20 Full Seminar attendees are needed at the least to cover the training expenses (20 for Full Seminar; and 20 for 2 Skillshops, if scheduled). LifeWay contact will need to know the current registration status at least 3 weeks prior to the training event to make sure the event can proceed. If expenses cannot be covered due to low registration, *the training will need to be postponed for a later date or cancelled.*
- Arrange room for training (Classroom style with tables and chairs) with tables, chairs, projector and screen.
- Decoration(s) are completely at the host's discretion and not mandatory.
- Snacks, beverages or meals are at the host's discretion; they are not supplied by LifeWay during the training. The ladies are on their own and encouraged to fellowship together during lunch.
- Restaurant suggestions along with addresses should be provided to the attendees for their convenience from the host.

SCHEDULE (Either Monday through Wednesday, or Wednesday through Friday)

FULL SEMINAR (All 6 Modules)

Day One

8:00 AM	Registration/Welcome
8:30 AM	God's Call Module
10:00 AM	Break
10:15 AM	God's Call (continued)
11:30 AM	Lunch
1:00 PM	My Character Module
2:30 PM	Break
2:45 PM	My Character (continued)
4:30 PM	Adjourn

Day Two

8:30 AM	Leadership Module
10:00 AM	Break
10:15 AM	Leadership (continued)
11:30 AM	Lunch
1:00 PM	Communication Module
2:30 PM	Break
2:45 PM	Communication (continued)
4:30 PM	Adjourn

Day Three

8:30 AM	Administration Module
10:00 AM	Break
10:15 AM	Administration (continued)
11:30 AM	Lunch
1:00 PM	Ministry Module
2:30 PM	Break
2:45 PM	Ministry (continued)
4:30 PM	Study break
5:30 PM	Certification Examination

(Participants may leave after completing the exam.)

PRICING DETAIL

Full Seminar – All 6 Modules (3 Day)	\$140.00
Module (if not participating in the Full Seminar)	\$25.00 each
Audit Fee (Refresher for Full Seminar alumni's that have already completed course)	\$75.00
*Skillshop (each)	\$70.00

**Optional, and requires a second trainer*