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

<table>
<thead>
<tr>
<th>Description</th>
<th>Price</th>
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<tbody>
<tr>
<td>Full Seminar – All 6 Modules (3 Day)</td>
<td>$140.00</td>
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<tr>
<td>Module (if not participating in the Full Seminar)</td>
<td>$25.00 each</td>
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<tr>
<td>Audit Fee (Refresher for Full Seminar alumni’s that have already completed course)</td>
<td>$75.00</td>
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<tr>
<td>*Skillshop (each)</td>
<td>$70.00</td>
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*Optional, and requires a second trainer