

CONFERENCE RESPONSIBILITIES FOR HOST CHURCHES

Screen Time | February 23, 2019

The Renovated Parenting Conference was ignited by a desire to resource churches to equip parents for discipleship. This conference is a partnership between host churches and the conference directors. Broadly speaking, the conference will provide host churches with the teaching content and churches will provide the hospitality.

Why a simulcast?

It can be a challenge to get parents to attend a conference of any kind, especially when their kids are young. Childcare expenses, travel costs, and registration fees can be significant barriers in addition to the time that is required to participate. Furthermore, a conference's impact is diminished when attendees don't develop relationships with others and when follow-up is sparse.

A simulcast eliminates some of these barriers. It allows you to reach your families within your own community. The teaching will be focused and impactful, with each segment followed by round-table discussions to help participants interact with the material just taught.

Added together, the Renovated Parenting Conference provides churches with an infrastructure to facilitate a meaningful event to strengthen the foundation of families.

How will it work?

The conference will feature 3 plenary sessions and each will be followed by a time of round-table discussion. Host churches will be given instructions for how to broadcast the simulcast. Once connected, the speaker(s) will appear onscreen according to the conference schedule. Round-table discussion questions will be provided by the conference organizers to springboard table discussions.

What is the registration cost and what will churches pay?

Online registration will be available through the conference website. The standard rate for individuals will be \$20 but an early-bird discount of 20% off will apply if participants register and pay by Feb 3 (\$16/each). An ongoing rate of \$15 will be also be available to single-parents. (Please note: if your church has an active MinistryLift membership, registrants can enter a promo code during the online registration process and receive a 10% discount from their registration.)

Revenue received from registrations will be used to provide honorariums for speakers, pay for the live-streaming service, and cover administration costs.

There is no fee for a church to host the conference since participants will be paying a registration fee and the church will incur some expenses to host the event (i.e. facility usage, volunteer coordination, food and beverage costs, etc.). However, some host churches choose to pay the registration costs on behalf on registrants to encourage parents to participate.

Those serving during the conference will be given complimentary registrations for the critical roles that are required to host the event—event planner, event host, technical director, and hospitality coordinator. Stated more plainly, if your role is to serve and volunteer in the host church, your registration is covered. If your role is as a participant, then you must register.

How will childcare work?

Host churches can decide whether they would like to offer childcare service to parents and whether a fee will be charged. Churches who decide to provide childcare must inform the conference so that these details are added to the registration process (i.e. names/ages of children, food allergies, registration cost, etc.). This information will be forwarded onto host churches to help with their planning.

Registration money that is received for childcare will be forwarded to host churches after the conference. To mitigate late registrations and communication challenges, a childcare registration deadline will be set 4 days prior to the conference (no new online registrations after Tuesday, February 19).

Who does what?

Here’s a breakdown of the various components of the conference and how host churches can work with the conference to customize this event:

Person	Description	Host Church	Conference
Event coordinator	Contact person for host church and conference; coordinates event details and communication	x	
Technical director	Connect to the simulcast and manages church’s audio/visual needs	x	
Event host/MC	Leads introductory piece and manages the clock	x	
Hospitality coordinator	Oversees check-in, greeting, room set-up, food, etc.	x	
Childcare workers	Supervise children in a separate room at host church (if applicable)	x	

Facility Needs	Description	Host Church	Conference
Meeting room	Meeting space large enough to accommodate group tables and chairs; projector, screen, and other A/V to display simulcast	x	
Greeting, registration, and hospitality area(s)	Space for greeting, checking in registrants, and serving food	x	
Childcare room	If applicable	x	

Supplies/Resources	Description	Host Church	Conference
Creation of promo material	Promo material will be available on conference website and/or private group Facebook page		x
Distribution of promo material	The conference will initiate online promotions that churches can also share and use; churches will distribute print materials as desired	x	x
Registration process	Conference registration managed online; a registration list will be forwarded to host churches. Childcare payment will be forwarded after the event.		x
Table discussion questions	Questions developed by conference; table facilitators can use these and add or improvise as needed		x
Conference handout	Conference will create a brief handout of the sessions prior to the event; churches can modify this document to include info about next steps at their church.	x	x
Food	Host church will determine food and beverage choices for participants. Final numbers will be given to host churches on the Thursday before the event.	x	
Management of the Q&A session	Event Host will remind participants about submitting questions during the event; conference will receive and transfer questions to the speaker during the Q&A session.	x	x

How can I tell others about the conference?

You can refer them to the conference website: www.renovatedparenting.ca. You will also find promotional materials on the website that you can print and distribute and/or share electronically.

Who do I contact about becoming a host church?

Keith Reed (MB Seminary) and Nikki Lanigan (Northwest Baptist Seminary) are serving as the Renovated Parenting Conference directors. Contact Keith with questions you may have and to register your church.

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