



## Host Information Packet

Global Youth Ministry Network exists to equip youth leaders internationally through the long-term strategy of seminars, seminar follow-up, development of national trainers and worldwide multiplication.

GYMN implements a long-term strategy versus a one-time seminar approach in order to ensure a long-term impact. Hosting a seminar should include the desire to enable the following opportunities as well.

1. **Seminars:** Take the resources of trained youth leaders to churches and organizations worldwide to conduct seminars on biblical youth ministry principles.
2. **Seminar Follow Up:** GYMN provides a follow up strategy for all of those involved in Level 1 training, including Youth Connections training newsletters, Level 2 training and access to additional printed youth ministry resources.
3. **Supply National Trainers:** GYMN provides a means to develop national leaders within churches and organizations to become certified trainers in order to provide training throughout your country.
4. **Spread Training Worldwide:** Through this team of trainers we can multiply the resources and training around the world.

**For more information on Global Youth Ministry Network, the mission, materials and seminars, contact us at:**

### **GYMN INTERNATIONAL OFFICE:**

91 Park Ave. West, Suite G  
Mansfield, Ohio 44902 USA  
[www.global-youth.com](http://www.global-youth.com)  
[info@global-youth.com](mailto:info@global-youth.com)  
419-756-4433

### **GYMN AFRICA:**

P.O. Box 1875  
00200 - City Square  
Nairobi, Kenya  
[africa@global-youth.com](mailto:africa@global-youth.com)  
011-254-020-387-5425

### **GYMN ASIA:**

50 Anahaw St.  
Project 7, Quezon City  
Philippines  
[asia@global-youth.com](mailto:asia@global-youth.com)  
63-2-738-25-22

## **Overview**

At Global Youth Ministry Network we are excited about the opportunity to serve you and your ministry needs. Our purpose is to “*Equip Youth Leaders internationally*”. You play a crucial role in this process as the host for the seminars. Obviously you see the need for this training in your church or in your ministry area. We are sure that there are many others in your area of the country who could benefit from this training also. Please know that we are here to serve you and the needs of those who will attend the seminar.

## **Goals for the Seminar Participants**

- Explore biblical concepts for youth ministry.
- See examples of the application of these concepts.
- Establish a workable plan for implementation of goals to their setting
- Create a local network for events, continued support and discussion.
- Receive on-going support and encouragement through our Level 2 training and our bi-monthly *Youth Connections* training newsletters.

## **Credentials**

GYMN's founder and current Executive Director, Chris Davis is an experienced youth pastor, with over 19 years invested in youth ministry. He has worked in churches ranging from 100 to 2000 in attendance, along with several years experience in Para-church youth ministries.

Chris mixes academic credentials with practical experience. Since obtaining his Masters Degree in Christian Education-Youth Ministry, Chris has been the President and Founder of Global Youth Ministry Network. He and the GYMN staff have trained over 6,561 youth leaders on five continents. Chris' passion is equipping youth leaders internationally in a practical and purposeful manner. Chris along with the GYMN staff have also written several resource books on youth ministry, including: “Basic Training Discipleship” and “Connection Points for Youth Leaders”.

The GYMN certified trainers who will lead or assist in trainings, have all been through the trainings and have a certifiable usage of the materials in their church and/or youth ministries. We only choose leaders who are applying these concepts. Knowledge plus experience is critical to us for those who are trainers.

# Seminar Overviews

## Format

The materials are presented in a Biblical principle format, with small group discovery times for the leaders to set goals that apply to their individual culture and church setting. A plan is established showing how each participant will go about implementing their strategy. The seminar is best run through a four-day format, but is adaptable to meet individual needs. Seminars include times of worship in addition to the seminar sessions.

## Level 1

- Session 1- Need for Ministry to Teens & Youth
- Session 2- Great Commission Teen/Youth Ministry
- Session 3- Planning
- Session 4- Meeting Teens and Youth Where They Are
- Session 5- Youth Evangelism
- Session 6- Fellowship
- Session 7- Growth
- Session 8- Ministry & Leadership
- Session 9- Multiplication
- Session 10- Role of Family
- Session 11- Leadership Team Development
- Session 12- Prioritizing and Evaluation
- Session 13- Working Together in His Mission

## Level 2

- Session 1- Review
- Session 2- Creating a Purposeful Youth Ministry
- Session 3- Evaluating our Ministries
- Session 4- Prioritizing and Planning
- Session 5- Bible Study Methods: *Overview and Laboratory*
- Session 6- Teaching Process: *Communicating God's Truth from the Inside Out*
- Session 7- The Internal Life of the Christian Leader
- Session 8- Creating and Building a Ministry Team
- Session 9- Understanding Teenagers, Youth & Young Adults
- Session 10- Designing Events for Teenagers/ Youth/ Young Adults

## Leadership Summit

***By invitation only.*** This is a shorter seminar that is designed to certify those who have been through Level 1 and 2 and who have been role model youth leaders that have the gift of teaching. The purpose of the Leadership Summit is to allow these leaders to train other youth leaders in future seminars.

## **Feedback from References and Seminar Participants**

- “Global trends in aging are evident and troublesome, but beckons Christian action. While the rich and older in the West number in the millions, the younger and poorer grow in the non-West, in the billions. Trained pastors form a miniscule percentage of pastoral leaders in weaker economies, and those who envision and implement an impactful youth ministry are fewer still. The burden that God has placed in Chris Davis' heart toward developing youth-oriented pastors and churches is strategic, focused, and realizable. Our own ministry seeks to employ the personnel and materials of Global Youth Ministry Network as a significant part of strengthening pastoral leaders worldwide. I commend him to your keenest consideration in thoughtful partnership.”
  - Ramesh Richard, Th.D., Ph.D  
Professor, Dallas Theological Seminary  
President, Ramesh Richard Evangelism  
and Church Helps (RREACH) International  
Plano, Texas
- With 50% of the world's population under the age of 18, training national leaders in youth ministry must become a high priority for the church worldwide in order to reach and disciple these millions of teenagers. GYMN is taking the Great Commission seriously with the youth of the world.
  - Jay Sedwick  
Assistant Professor, Christian Education  
Dallas Theological Seminary
- “This seminar has enabled me to widen my vision for youth ministry. It enabled me to think more practically and objectively concerning youth and how to meet their needs. The overall impact of this seminar is that my enthusiasm for youth ministry has increased greatly!”
  - Moses Kimani  
Kitale, Kenya
- “The seminar was good because it helped me to grow spiritually. I learned how to win others to Christ, how to form teams and the importance of multiplication.”
  - Fredrick Kipronoh Korir  
Litein, Kenya
- “I am so happy that the Lord has brought Chris Davis and Global Youth Ministry Network. It has really helped me a lot as a young minister of God serving more than 150 young people. I really thank God that through the seminars I was able to have new concepts and new methods to reach young people. God has given me great creativity, so the young

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- people will be blessed and be happy to serve the Lord. It is not so much the program, but the passion that the Lord lays upon my heart and how the seminar has created the passion.”
- Herman Dionson  
Cebu City, Philippines

○ “Topics were comprehensive and of practical value to the contemporary youth setting, with special emphasis on building strong relationships between the youth leader, the youth and the family.”

-Noli Opiniano  
Tacloban City, Philippines
  - “The ideas are new and creative. I have never heard of anything like this and I am glad to know that a ministry already exists which is preoccupied and working for the youth.”

-Elizabeth Leon de Santillana  
Mexico City, Mexico
  - “I liked how you stressed purpose statements along with short and long term goals. I believe this is the key to your conference.”

-Terry Guerrero  
Monterrey, Mexico
  - The teaching showed me how to be a good leader for youth. I have been trained to do better discipleship.

- Maria Lino Rojas  
Santa Cruz, Bolivia
  - The Lord touched my heart through the seminar and put into my heart a burning for the youths and to meet them where they are. I learned also how to plan and organize my youth in the church.

- Daniel Camacho Senzano  
Santa Crus, Bolivia
  - It gave me knowledge, new ideas, goals and I believe it will help me as I will practice or use that knowledge.

- Suvendu Bairagee  
Kolkata, India
  - I am now more equipped and know what to do, when to do it, how to do it and why to do it!

- Palmira Faure  
Grace & Peace Church, Seychelles Island

## **I. SO YOU WANT TO HOST**

Over one half of the world's population is under the age of 25. With this massive amount of young people, comes an increased need for reaching them more strategically. This is the very heartbeat of Global Youth Ministry Network (GYMN). How? By *equipping youth leaders internationally*. And this includes you!!

By hosting a seminar, you are allowing the training to begin with you and your team. It is a strategic opportunity for you to discover and enhance your leadership skills and that of others who will be working along side you. It is also a meaningful experience of building team relationship by encouraging, serving and spurring one another on to prayer, vision and faith.

More than anyone else, you are the best person for this because you know your setting, your people and their ministry needs.

As surely as GYMN believes in your innovative and creative ideas as you brainstorm, explore and plan, we also want you to be properly guided by GYMN's general guidelines for hosting seminars that are outlined through this packet. Stay in touch with us through email or telephone conversations as much as possible.

Ideally, 6 months of preparation is needed especially if this is your first time to host. This of course varies from year to year as your network of leaders gets stronger. If you have paid careful attention to everything including minor details then your hard work will pay off productively!!

## **II. THINK ABOUT THESE...**

The following is the outline of this host packet.

- A – Target group/participants - **CAN I COME?**
- B – Date for the seminar - **NOT SO LOOSE, NOT SO TIGHT**
- C – Location/Venue for the seminars – **A FRIENDLY PLACE**
- D – Budget - **WHERE DOES MY PAYMENT GO?**
- E – Working Committee - **HAND ME A BRICK**
- F – Seminar Format - **DECIDE ON THE DESIGN**
- G – Arrangement for the speakers/trainers - **WHAT ABOUT THEM?**
- H – Others - **THAT'S ALL?**

## **A - CAN I COME?**

Advertise the Seminar in your area... GYMN will require that:

1. those attending are:
  - leaders who have been appointed to lead a youth ministry in their church
  - pastors who want to understand youth ministry, and work alongside with their youth leaders
  - denominational leadership (national, district and regional leaders)
  - youth leaders from different Christian organizations, such as CCC, YWAM, Navigators, PSALM, IVCF, etc.
  - youth advisers/consultants
  - members of a youth leadership committee/leadership team
  - prospective youth leaders properly recommended by the church leadership
  
2. the minimum participants for
  - level 1 is 50
  - level 2 is 20

*trainings under the minimum required number may be cancelled by GYMN. And there will be less of an incentive for GYMN to return to your location in the future.*

## **TIPS FOR PROMOTION**

- Word of mouth – the best person to promote a product is the one who believes in it!
- Personal letters – it is important to inform, invite and endorse the seminar to the youth pastors and pastors of the churches in your area before following up on any of their personnel or members to come to the training. This avoids miscommunication and encourages support from the churches.
- Personal calls
- Promotional brochures
- Local or regional network or denominational meetings, some hosts have even sponsored a luncheon for local pastors and leaders to promote through them
- Christian colleges
- Church secretary – give her the seminar details and ask her to inform callers about it.
- Local Christian bookstores

*FOR LEVEL 2 TRAINING, GYMN OFFICE WILL SEND LETTERS OF INVITATION TO LEVEL 1 GRADUATES IN YOUR AREA. BUT YOU NEED TO FOLLOW UP WITH THE HOST THAT AT LEAST 20 ARE JOINING.*

## **B – NOT SO LOOSE, NOT SO TIGHT**

The schedule of the seminar should be very friendly, however if scheduled improperly it can become not so friendly. In cases when seminars are scheduled on short breaks and sessions are squeezed in it could trigger migraines, palpitation, dehydration, kidney trouble, and even heart attack (participants can be so engrossed in writing their purpose statements and goals that they forgot they are supposed to breathe). A loose schedule can be very long and boring.

### **SEMINARS CAN BE SCHEDULED ON ANY OF THE FOLLOWING:**

- School breaks
- Semester breaks
- Summer breaks
- Christmas breaks
- Holidays
- Consecutive weekends
- Class hours (for Bible Schools who have integrated GYMN in their curriculum)
- Youth camps (some groups have us be a part of a larger camp). We have had trainings when there are 350 general youth, where there are general sessions for the youth, while we pull out the leaders for trainings, then all participants come together at night together. We do the trainings only, you need to have others handle topics for the general youth.
- Leadership retreats
- Pastors/leadership conferences
- Others? \_\_\_\_\_

## **C - A FRIENDLY PLACE**

A venue or location is very friendly when:

- it is accessible to most of your target groups and made known to them
- it is accessible to transportation especially when the venue does not offer facilities for leaders to spend the night and when there are evening sessions
- it is accessible to eateries, food chains. If no meals are served, clear directions or maps of restaurants should be distributed at registration.
- has facilities, such as, rooms, preferably classroom type, comfort (rest) rooms, telephones, etc. Good lighting and ventilation are important. In hot and humid climates (air conditioning will make for a much better experience). In cold climates heating will also enhance the total experience.
- It is affordable
- Host provides a clear direction/map of the seminar site together with the invitation and the brochure

## **D – WHERE DOES MY PAYMENT GO?**

GYMN believes, as one of its core values, in financial integrity and partial financial investment by those who are receiving the training.

Therefore, we will be above reproach in all financial matters by keeping records and by being open to any and all financial inquiries.

GYMN will cover all of the costs for the trainers who will arrive in the country (this is for outside the country trainers). All in country travel should be provided through the seminar fees; if the trainer comes from in country a travel honorarium would be helpful.

All other expenses should be covered by the seminars either through the payment made by the participants, or through other outside means. This encourages a small investment from the participants in the seminar.

### **CREATING A REASONABLE AND SAFE BUDGET - Very important!!!**

**Many groups will figure their expenses based upon a large number of participants and find themselves in budget problems at the end if a low turn out occurs. GYMN cannot cover for any deficits. One way to help in avoiding this is to plan on a lower number of participants as you budget, but provide for more participants.**

**Example. If you print 75 notebooks and only 50 show up, who is paying for the other notebooks? One way to do this is still print the 75 notebooks, but plan on only 50 attending. This way if only 50 come, you have covered the expenses, but if more come you have extra. This principal works with all expenses. When you figure your total costs, **DIVIDE ALL THE EXPENSES BY THE LOWER NUMBER (50 in this example)**. Being realistic in your number here is important. This will do two things:**

- 1. It will make the seminar a little more expensive.**
- 2. It will ensure that you DO NOT HAVE A DEFICIT! You may even come out with a surplus. Which can be donated to GYMN for future trainings or can be given back to students in cash through a party the last night.**

### **EXPENSES TO BE COVERED BY THE SEMINARS**

#### **A. REQUIRED**

- Books – which should be printed locally from a master copy provided by GYMN (either mailed or e-mailed to you).
- Venue/location rental
- Promotion – a form/brochure, banner/streamers, letters, visitations
- Communication – email, phone conversations with GYMN's office, and with churches/organizations
- Office supplies – for registrations, and during the seminar
- In country expenses of the speakers – includes transportation, food and housing
- Speakers honorarium – all GYMN staff will donate the honorarium back to GYMN local expenses, since they receive a salary from GYMN.
- ID's/Name tags
- Miscellaneous

#### **B. OPTIONAL**

- Food (some groups find that they can attract more people, if the food is not included in the fee). You can still provide local food on location for sale or provide maps/locations for local food.
- Housing (again most groups offer local housing, but do not include this in the fee. This keeps the fees lower.)
- Retreat & evaluation – for those who helped in the seminar. A good way also of planning for a continuous network within each other. This should be planned with 2 weeks of the trainings.
- Documentation

- Translator's fee - if a translator is needed. An appropriate fee should be paid to them. Quality translators are required. Do not let all of your work be lost in poor translations. This will only frustrate the trainers and participants. It is also best if two translators are available, because this is very difficult work and it too hard for someone to translate for 8-10 hours in the day. Translators should also be available during free times and evenings for the guest speakers, so that they can minister at all times!
- We require you to provide GYMN an Income/Expense Financial Report upon completion of the seminar. **If requested, receipts of all income and expenses must be available!**
- We will always be glad to hear from you in cases of financial concerns. However GYMN is a faith ministry and we are investing by paying our staff.
- A budget sample may be available from local GYMN staff, if seminars have been held in your country before.

### **TIPS FOR FUND RAISING FOR THE SEMINAR**

*(This will help offset expenses to keep the fee lower for more participants.)*

1. Put up a small snack shop/canteen financed by the seminar. Consignment basis is practical, so that you do not over invest in food that does not sell.
2. Invite Book Tables from Christian stores or ministries. They in turn give minimal amount to the seminar for the privilege of selling items on location.
3. Sponsorship. Find people who are willing to shoulder the fee of those who desire to come but can't afford to. A report/thank you should be provided to the sponsor.
4. ' 1 hour photo'. Orders of pictures taken during the training can also produce some amount. Have a photographer take a picture, but charge him a fee.

### **E - HAND ME A BRICK**

Organizing a seminar is burdensome when you are doing it alone. You do not have to wear yourself out when you can experience the joy of doing it along with your capable and trustworthy friends who love the Lord and the youth so much and with whom you have already built a relationship.

If this is the first time that a GYMN seminar is coming to your area, work with the youth in your church/organization and invite other outsiders as well. If you already have an existing, working relationship with other churches or Christian organizations, invite those who have the same vision to join you.

Remember to recognize their contributions and the group they are representing when there are opportunities.

Graduates of Level I trainings are qualified to compose your organizing staff. In fact, a special time during the seminar should be designated for identifying people who will compose the organizing team for the next seminar. This could be done at lunchtime on the last two days. Provided below is a list of possible positions and their job descriptions that will need to be filled by members of your committee. Feel free to simplify your committees, depending on your available resources. One person can take one or more parts.

Earn the right to be heard by your pastor and your church. They will be a big factor in motivating and supporting you and your staff with your endeavors. A good working relationship is vital.

### **Positions and Descriptions**

- Registration – enlists names and information about the participants, issues IDs and receipts.
  - Provides office supplies during seminars
  - Handles money, gives accounting to GYMN after the seminar (may want to have two people at all times handle the money, this takes away any temptations).
  - Sees to it that books are ready before the seminar
  - Makes sure certificates are ready a day before the graduation.
- Transportation
  - Makes arrangements for picking up the speakers from the airport (boat/bus terminals) and for local traveling between housing and seminar location if needed.
- Accommodation
  - Makes arrangements for housing for the speakers and participants.
  - Designates ushers & usherettes on the first day of the seminar so participants know where facilities, food, etc.... are located.
- Communications & Promotions
  - Designs and produces brochures and banners/streamers.
  - Makes letters to the churches/organizations.
  - Designates groups or individuals for visitations and promotion.

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- Food
  - Makes arrangements for meals during the seminars for the speakers.
  - Makes arrangements for food preparations in cases of in house seminars.
- Program
  - Coordinates with the speakers as to the schedule of sessions.
  - Coordinates with praise and worship teams or musicians.
  - In-charge of other events (ie. Graduation, games, free time activities, etc).
- Canteen/Snack Shop
  - Gives account to the seminar with its income and expenses.
  - Provides snacks to the speakers during break time.
- Documentation
  - Captures special moments of the seminars by taking pictures and/or videos.
  - Provides copies upon request of the participants.
  - Assists GYMN with inputting student information for follow up materials.
- Translator (if needed)
  - Must be available at all times
  - Must have translated the materials 3 months before the training.
  - Must have reviewed the teacher versions of the translated notes and met with the trainers to ask for any clarifications needed.

Following up on assignments and keeping a checklist is essential. It motivates your staff and gives them sense of accountability. It keeps you on track as well. You can keep a seminar-checklist for yourself and your group. See example below.

SEMINAR CHECKLIST	NEEDED	DUE DATE	IN-CHARGE	STATUS
1. Submission of confirmation form to GYMN office	Tentative schedule of the training and venue	Upon receiving the confirmation form from GYMN	Host leader	
2. Host packet will be sent by GYMN with the promotional materials	Host packet	1 <sup>st</sup> month of preparation	GYMN	

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SEMINAR CHECKLIST	NEEDED	DUE DATE	IN-CHARGE	STATUS
3. Organize a committee/working team who will be working with you all throughout the preparation and during the seminar. Brainstorm.	Potential members of your working committee	1 <sup>st</sup> month of preparation	Host leader	
4. Inform GYMN of any changes	Final date and venue and fee	Right after the first meeting	Host leader	
5. Delegate. Divide the work between you and the other members	Working team	1 <sup>st</sup> month of preparation	Host leader	
6. Gather names of people, groups, and churches for possible contacts. Include dates of significant meetings of local ministry network in your area	Sources of information and network of people	2 <sup>nd</sup> month of preparation	Committee on promotion	
7. Mailing and distribution of promotional materials	List of contacts, promotional materials	3 <sup>rd</sup> month of preparation	Committee on promotion	
8. Update GYMN	Update on the preparation	3 <sup>rd</sup> month of preparation	Secretary/communication committee	
9. Translate materials	Materials to be translated	3 <sup>rd</sup> month of preparation	Translator	
10. Contact local Christian radio stations to place a public service announcement	Promotional materials, letter of request	4 <sup>th</sup> month of preparation	Secretary/communication committee	
11. Place a poster in your local Christian bookstores	Promotional materials, letter of request	4 <sup>th</sup> month of preparation	Secretary/communication committee	

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SEMINAR CHECKLIST	NEEDED	DUE DATE	IN-CHARGE	STATUS
12. Personal follow-up, phone calls to key individuals in your area	Names of key individuals	4 <sup>th</sup> month of preparation	Host leader, committee on promotion	
13. Attend significant meetings of churches, denominations, ministry networks	Schedule of meetings, promotional materials	4 <sup>th</sup> , 5 <sup>th</sup> , 6 <sup>th</sup> month of preparation	Host leader, committee on promotion	
14. Confirm transportation and itinerary details of the seminar trainers	Itinerary details of the trainers	5 <sup>th</sup> month of preparation	Host leader/ secretary	
15. Confirmed speakers and worship teams other than the trainers	Speakers	5 <sup>th</sup> month of preparation	Host leader/secretary	
16. Received 50% confirmation of those attending the seminar	Confirmation forms	1 <sup>st</sup> week of the 6 <sup>th</sup> month	Host leader/ secretary	
17. Reproduce students handbooks	Students handbooks	2 <sup>nd</sup> week of the 6 <sup>th</sup> month	Communication/ promotion	
18. Final briefing and checking with the different committees	Report from the different committee	3 <sup>rd</sup> week of the 6 <sup>th</sup> month	Working committee	
19. Finally, you and your team are ready to enjoy the fruit of your teamwork!!	Everything you have prepared	A day before the seminar	Your team	

- Have fun as you work. Allow for minor mistakes.
- Affirm sincerely. Say thank you a lot.
- In all that you do and say, remember that you are influencing somebody.

### **F – DECIDE ON THE DESIGN**

- Organize worship times. This time should include praise and worship (youthful songs) and a designated speaker/preacher. Preachers/speakers here should be informed to give very light, refreshing, worshipful messages. Participants are being ‘loaded’ during sessions and challenges for personal responses are done during the training. **It is important that times for worship and local**

**teaching and/or preaching be provided (note the schedule sample). It is critical that the participants gain knowledge and plans through the trainings, but also that what they learn goes from the head to the heart through times of worship and commitment.**

- Times may be adjusted but you must keep the same total amount of time for sessions. A minimum of 30 hours is needed for both Level 1 and Level 2.
- Optional activities include recreation, sharing of ideas on games, learning songs, dances and skits. Sightseeing, testimony time, question and answers, etc.
- The below is a guideline. If you make major changes, please verify with a GYMN staff person.
- There are several options to choose from in deciding on your design.

**Youth Ministry Seminar  
Sample Schedule**

**Option 1:** A seminar that ends in the evening of the last day

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
6:30 AM	REGISTRATION	RISE UP AND WASH UP			
7:00		PERSONAL DEVOTION			
7:30		Breakfast			Homeward Bound
8:00		Session	Session	Session	
9:30		Break			
9:45	Session	Session	Session	Session	
11:00	Session	Session	Session	Session	
12:15PM	Lunch				
12:45	Siesta/Break				
1:30	Session	Session	Session	Session	
3:00	Session	Session	Session	Session	
4:30	Recreation				
6:00	Supper				
7:00	Session	Session	Session	Session	
8:30	Worship	Worship	Worship GYMN Trainer will speak	Worship Graduation	
10:00	Lights Out				

**Option 2:** A seminar that ends in the morning of the last day

	Day 1	Day 2	Day 3	Day 4
morning	Registration & orientation	Sessions 4-6	Sessions 9 - 11	Sessions 15 and graduation
afternoon	Sessions 1-3	Sessions 7-8	Sessions 12 - 14	

**Option 3:** A seminar that ends in the afternoon of the fourth day or a five-day stay-in seminar

	Day 1	Day 2	Day 3	Day 4
morning	Registration & orientation	Sessions 4-5	Sessions 8 - 9	Sessions 13 – 14
afternoon	Sessions 1 - 3	Sessions 6 - 7	Sessions 10 - 12	Sessions 15 and graduation

## **G – WHAT ABOUT THEM?**

GYMN speakers and trainers are there to serve you and the needs of those who will attend the seminar. For them to be assured of sanity, you may want to provide the following:

- Essentials for survival, such as food & housing.
- Significant information about the place, people, and their needs. This will help them be better ministers.
- Any means of communication with their loved ones, such as Internet or telephones (you don't have to pay for this, just show them the place.)
- Your active attention during the seminar. This includes your evaluation after the seminar.
- Complete names and mailing addresses of the participants. GYMN will keep in touch, and send materials that will help you in your ministry.
- Their tickets going home. They'll surely miss you!
- Extra treats. (Optional.) Tour around your area, delicacies of your place, and souvenirs that will remind them of you and your hospitality.

## **H – THAT'S ALL?**

Your hosting the seminar is not yet done until it is done!

Again, look at it as a privilege - a privilege of being able to minister, as well, as being ministered to - most of all, the privilege of just being led by God. You can calculate and estimate, and say that this will happen and that will

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happen, but allow God to come in as He chooses... “but when it pleased God...”  
Gal. 1:15

Saturate your whole preparation and the seminar with prayer. Be flexible!  
Keep in step with the Spirit.

Always be in a state of expectancy. Think BIG! Expect BIG! For when  
GOD is involved, BIG things happen!

### III. EVALUATION

GYMN knows that you, as the host, are very important in what we do. We could not do any of this without you. We want to know of ways we can improve the seminar from your point of view as the host. Please take the time to fill out this evaluation form and return it to the GYMN staff member who conducted your seminar.

SEMINAR LOCATION \_\_\_\_\_  
LEVEL/s \_\_\_\_\_  
DATES OF THE SEMINAR \_\_\_\_\_

NAME (HOST LEADER) \_\_\_\_\_  
PHONE \_\_\_\_\_  
EMAIL \_\_\_\_\_

NAMES (AT LEAST 3 COMMITTEE MEMBERS)

NAME \_\_\_\_\_  
PHONE \_\_\_\_\_  
EMAIL \_\_\_\_\_

NAME \_\_\_\_\_  
PHONE \_\_\_\_\_  
EMAIL \_\_\_\_\_

NAME \_\_\_\_\_  
PHONE \_\_\_\_\_  
EMAIL \_\_\_\_\_

TESTIMONIES ON HOSTING GYMN

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*Hosting Information*

Rate the following areas by telling us how you feel about them: Write the number only on the blanks provided for one of the expression that corresponds to what you feel:

- 1. Cannot ask for more!! - Perfect
- 2. Super duper good!! - Very effective
- 3. Thumb's up!! - Effective
- 4. Well.... - Somewhat effective but needs improvement in selected areas
- 5. Uh-oh!! - Ineffective

A. GYMN's Assistance to the Host

- \_\_\_\_\_ a. communication
- \_\_\_\_\_ b. promotional materials
- \_\_\_\_\_ c. host packet

B. Seminar

- \_\_\_\_\_ a. trainers
- \_\_\_\_\_ b. venue
- \_\_\_\_\_ c. training materials
- \_\_\_\_\_ d. schedule
- \_\_\_\_\_ e. evaluation
- \_\_\_\_\_ f. others (please specify)

SUGGESTIONS:

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After hosting a GYMN seminar, do you have anything you want us to add to this booklet/manual?

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