

KIDS HOPE SEMINAR ADMINISTRATION MANUAL

THE SEMINAR SCHEDULE

FRIDAY

3:00 PM - The KIDS HOPE speaker will arrive at the host location.

Please give the speaker a complete list of participants with names, addresses, and phone numbers, arranged by **GRADE LEVEL** upon arrival.

5:30 PM - A light dinner should be provided for the facilitators. At this time, the speaker will answer questions and provide a brief orientation to the program. Facilitators should be given their group assignments. There should be 2 facilitators and approximately 5 participants in each group.

6:30 PM - Registration begins. The Host should appoint two people to handle registration. All participants should be pre-assigned to groups according to their grade level prior to Friday. It is helpful to write the group that each participant is assigned to on their name tags.

7:00 PM - The seminar begins with the Children (Grades 1-5) in one room and the Students (Grades 6-12) in another room. The KIDS HOPE speaker will present the Children's Program (Grades 1-5). **A Student Program Coordinator needs to be recruited** to run the Student Program (Grades 6-12). This person is responsible to follow the schedule and oversee the smooth running of the program. He/she should go over the outline with the KIDS HOPE speaker in advance of the seminar. The best person to run the Student Program is the Youth Pastor from the Host Church.

8:15 PM - A short refreshment break is provided (please limit the amount of sugar and caffeine served).

9:00 PM - Friday's program ends.

SATURDAY

8:30 AM - Saturday's program begins with a continental breakfast.

9:00 AM - The seminar continues with the two separate programs.

10:00 AM - Student Program has a refreshment break

10:30 AM - Children's Program has a refreshment break

12:00 NOON - Lunch should be available

12:30 PM - Structured activities planned by the Host Church

1:00 PM - The Seminar resumes.

2:00 PM - The program with the parents and the children and the students begins. This program includes instruction from the KIDS HOPE speaker, a panel discussion of children, a panel discussion of students, and a fabulous outdoor balloon launch. This wrap up session has always been the highlight of the Kids Hope program.

3:00 PM - The seminar concludes.

THE CHURCH FACILITIES

Several rooms should be reserved for a smooth seminar. Each room should be large enough to accommodate the number of children participating in each age group.

CHILDREN'S PROGRAM

One large room is needed for the participants in the children's program to watch videos. Arrange the round tables with the legs folded up and flat on the ground. Chairs are not needed around the tables, since the children will be sitting on the floor.

Additional smaller rooms are needed to run small groups.

It is recommended to set up tents in these rooms for each small group. Furnishing the inside of the tents with sleeping bags, pillows, and blankets will provide an ideal environment for small group discussion. If a tent set up can not be pulled off, these rooms should be arranged with age-appropriate tables and chairs.

Equipment to be reserved for the Children's Program includes:

1 Video Projection Unit (or 2 Large TV Monitors), 1 VCR (VHS format), 1 CD Player, 1 Overhead Projector with Screen, 1 Flip Chart on Easel with 2 Paper Pads (27 x 34 in), Blank Paper, Lined Paper, Pens, Crayons, Markers, and 2 Sets of Name Tags.

STUDENT PROGRAM

Only one room is needed large enough to accommodate the participants of the Student Program. Age-appropriate tables and chairs need to be set up in groups of 5 for the Student Program.

Equipment to be reserved for the Student Program includes:

1 Large TV Monitor, 1 VCR (VHS format), and 1 CD Player, 1 Easel with Paper Pad (27 x 34 in), Lined Paper (8.5 x 11 in), Pens, and 2 Sets of Name Tags.

LUNCH

One room should be reserved to eat lunch with all the participants together.

RECREATION

One room should be reserved to have structured activities during breaks. A gymnasium is ideal for this or a sports field outside.

PROGRAM FOR PARENTS AND KIDS

One room should be reserved for the Parents Program that is big enough to accommodate all of the Children, Students, Facilitators, and Parents. A Sound System with a Cordless Microphone is needed for the Parents Program. Theater style seating with a center aisle is great. 12 chairs elevated by a stage or risers need to be set up in the front of the room facing the audience. A Balloon Launch concludes this Program as Prayers attached to helium-filled balloons are launched outside.

Equipment to be reserved for the Parents and Kids Program includes:

1 Video Projection Unit (or 2 Large TV Monitors), 1 VCR (VHS format), 1 CD Player, 1 Overhead Projector with Screen, Balloons (1 for each Parent and Child), Ribbon, Pens, Index Cards (Hole Punched in Corner) and a tank of Helium for the Balloon Launch. All Balloons should be filled with Helium by 1:00 p.m. and have 4 feet of Ribbon attached.

RECRUITING AND TRAINING FACILITATORS

The facilitator/participant ratio should be 2:5. This means 2 adult facilitators should be recruited for every 5 kids attending the seminar. **This is extremely important!!** When working with kids living in single-parent families, it is essential to have a low adult/child ratio. Having a high adult/child ratio will decrease the effectiveness of our program. In addition, a couple of extra facilitators recruited as floaters to work with kids one-on-one can be very helpful.

I would recommend that you limit the enrollment of participants to fit the number of facilitators recruited, even if you have a waiting list or have to turn kids away. This will insure that each child who attends will receive the attention that they need. A well-run program with 10 facilitators and 25 kids is a lot better off than a poorly run program with 6 facilitators and 42 kids!

FOUR CRITERIA FOR AN EFFECTIVE FACILITATOR:

- a saving faith in Jesus Christ.
- an interest in working with children.
- an understanding of small group dynamics.
- an understanding of the issues related to single-parent kids.
(try to recruit adult children from single-parent families)

The responsibilities of a facilitator during the seminar are to facilitate small group discussions with the kids and help them work through their **KIDS HOPE WORKBOOKS**. An Informational Meeting for the facilitators should take place approximately two weeks in advance of the seminar.

FACILITATOR TRAINING MATERIALS should be given out to each facilitator at this Informational Meeting. These materials have been mailed to you by KIDS HOPE and include:

Children's Program Seminar Outline with Discussion Questions
Student Program Seminar Outline with Discussion Questions
Small Group Facilitator Manual
Articles: Help for the Modern Day Orphan and Dan Quayle Was Right
A Grip on Grief Single-Parent Family Magazine - August 1995
Breaking the Cycle Single-Parent Family Magazine - January 1996
Five Foundational Principles to Help Single Parents
A House Divided
Ministering to Single-Parent Kids (Building Blocks article).

We encourage you to show the "BUILDING BLOCKS OF RECOVERY" video during your informational meeting. Please call our office if you have any questions about the agenda for this meeting.

Please call the KIDS HOPE office a week prior to your seminar date to give us the names of the facilitators and the number of kids signed up. Your enrollment of participants a week prior to your seminar date will normally double by the time the seminar begins.

You will even have a good number of walk-ins at the door who have not pre-registered! Knowing that this is true, please recruit enough facilitators to account for the fact that people wait until the last week or even day to sign up.

PROMOTING THE SEMINAR

Developing a Promotional Strategy for the Seminar is probably the most important factor in how well the seminar will be attended. It is recommended to involve any paid staff from your church who work with children or teens (grades 1-12) to help carry out this strategy. The best plan will start with your Senior Pastor and the staff of the church. Recruit someone who has skills in Marketing to carry out your plan. A good strategy involves 3 key elements: **PAPER, PHONE, and PEOPLE.**

PAPER

3 MONTHS BEFORE THE SEMINAR: Design and Print a Brochure. The brochure needs to include necessary information such as: dates, times, location, cost, maps, directions, & grade levels. A sample of promotional literature that other churches have produced will be provided by KIDS HOPE.

The brochure needs to be mailed to every single-parent family in your church as well as churches in the surrounding geographical area. Have brochures at the information center of the church on Sunday mornings as well as at ministry events for the children, youth, singles, family, and counseling ministries of the church.

PHONE

2 MONTHS BEFORE THE SEMINAR: Make Phone Calls to everyone who has received a brochure. The best way to kill any promotional strategy is to fail to make follow-up phone calls to those who have received your promotional literature. This is extremely important!

Some churches can not identify their single-parent family population because they have not asked for this type of information on the forms that visitors fill out. If this is the case, you must sit down as a staff and go over the mailing list of the church to flag those families that are known to be single-parent families.

Sometimes the Children's Ministry of the church will have data that will identify SPF kids; different last names, different addresses, only one parent listed, etc. Another idea is to do a church-wide mailing to identify the SPF by having them send in a postcard to express interest in being a part of a SPF Ministry.

PEOPLE

1 MONTH BEFORE THE SEMINAR: Talk face to face with as many people as possible who you have called on the phone. Try to get them to make a commitment to attend by signing up, filling out the registration form and paying the registration fee.

Keeping the seminar on the front burner by talking about it face to face with people will build excitement as well as increase the number of participants who will attend.

PROGRAM RESOURCE MATERIALS

Each participant in the KIDS HOPE Seminar is given a copy of either **KIDS HOPE: An Interactive Workbook for Children** or **KIDS HOPE: An Interactive Workbook for Teens** depending upon what grade that they are in. Each facilitator will also receive a copy of a workbook to assist them in their role as facilitator.

The workbook steps each child through what KIDS HOPE calls

THE BUILDING BLOCKS OF RECOVERY:

How It Feels (Breaking The Silence Barrier)

Things That Change (A World Turned Upside Down)

New Family Relationships (Strangers Becoming Family Members)

Where Is God When I Hurt? (Hurts That Band-Aids Can't Cover)

These workbooks will be mailed to the seminar host from the KIDS HOPE office in Woodland Park, Colorado, approximately 1 month before the seminar. Please call the KIDS HOPE office one week before the seminar date to give us a head count of participants signed up so that we can send you additional workbooks if needed.

BOOK TABLE RESOURCES will also be mailed to the seminar host a month before the seminar. These Resources include books, videos, tape albums, posters, and music that will be available for sale before and after each session. Two tables need to be provided for these resources to be displayed by Friday afternoon at 3:00pm.

The Host should appoint two people to help set up, take down, and sell these resources on Friday 6:30-7:30pm and 8:30-9:30pm and on Saturday 8:30-9:30am and 1:30-3:30pm. Providing \$25.00 in \$1 bills to be used for making change would also be helpful.

CHILDREN'S PROGRAM MATERIALS will be mailed to the Seminar Host a month before the seminar. These materials consist of the seminar outline, videos, discussion questions, and seminar handouts. The purpose of these materials is to allow the Seminar Host to see how the KIDS HOPE Speaker will run the Children's Program (Grades 1-5). These materials need to be returned to the KIDS HOPE Speaker at the end of the seminar.

STUDENT PROGRAM MATERIALS will be mailed to the Student Program Coordinator a month before the seminar. These materials consist of the seminar outline, videos, discussion questions, and seminar handouts. The purpose of these materials is to assist the Student Program Coordinator in running the Student Program (Grades 6-12). It is extremely important that the Student Program Coordinator review these materials in a timely fashion and calls the KIDS HOPE Office to have any questions answered before the seminar. These materials need to be returned to the KIDS HOPE Speaker at the conclusion of the seminar.

THE FINANCES

THE SEMINAR FEE for a KIDS HOPE Seminar is \$1,800. A non-refundable/non-transferable deposit of \$800.00 along with a signed contract is due to secure a date. The balance of \$1,000.00 is due on the day of the seminar. All payments made to KIDS HOPE should be made payable to the **Center for Single-Parent Family Ministry**.

ROUND-TRIP AIRFARE is required for the Seminar Speaker. KIDS HOPE will make the necessary travel arrangements and forward to the seminar host the speaker's itinerary and costs to be reimbursed. These costs are due upon receipt of itinerary/invoice.

LOCAL TRANSPORTATION is required for the Seminar Speaker. KIDS HOPE will make the necessary rental car arrangements and forward to the seminar host the speaker's itinerary and costs to be reimbursed. These costs are due upon receipt of itinerary/invoice. Please mail/fax to the KIDS HOPE office the following: directions by car from the airport to the hotel and from the hotel to the church. Please provide these 2 weeks prior to the seminar date.

ACCOMMODATIONS for the speaker are required for two nights at a Hilton family hotel. It is best if the accommodations are close to the seminar location. Please mail/fax to the KIDS HOPE office the following: Hotel name, address, phone/fax number and confirmation number. Please provide these 2 weeks prior to the seminar date. 3 meals per day are required for the KIDS HOPE speaker during their stay.

A MATERIALS FEE of \$15.00 is required for each participant and facilitator. In return, they will receive a copy of either:

KIDS HOPE: An Interactive Workbook for Children or
KIDS HOPE: An Interactive Workbook for Teens.

This fee is due upon receipt of invoice.

Any book table resources or workbooks that have remained unsold or unused at the end of the seminar need to be shipped back to the Center for SPFM/KIDS HOPE, 210 North Pine Street, Woodland Park, Colorado, 80863. Books should be shipped via United Parcel Service at the Host's expense.

Cancellation Policy: If for any reason a seminar is canceled by the Host, the deposit will **NOT** be refunded and the cost of any airline tickets purchased in advance must be reimbursed.

Re-Scheduling Policy: If for any reason a seminar needs to be re-scheduled by the Host, the deposit will be forfeited and a **NEW** Deposit must be paid before another date can be confirmed.