

# CONDUCTING YOUR OWN CONFERENCE

## INTRODUCTION

### I. BENEFIT TO YOUR MINISTRY

- A. It will help you to better understand your ministry.
- B. It will help you to better understand the problems your team are having.
- C. It will help you to build skills as a leader.
- D. It will help you to build your ministry.
- E. It will reinforce your team's confidence in your leadership.

### II. WHO SHOULD ATTEND?

### III. LOCATION

- A. Do not conduct it in your own church.
  - 1. *A change is good.*
  - 2. *It will require better management skills of you to go to another place.*
  - 3. *It will portray to the people you are inviting that you place value on it.*
  - 4. *Sometimes you just need to get away from the forest to see the trees.*
- B. Economical Budget: Small Group.
- C. More Expensive: Large Event.

### IV. PREPARATIONS FOR THE MEETING

- A. Get an accurate count of attendance in advance.
- B. You must plan your appearance.
- C. Visit the facility and think through problems.
- D. Build a positive relationship with the team in that place.
- E. Preparation of materials.
- F. Consider adding something special.
  - 1. *Talent.*
  - 2. *Special music.*
  - 3. *Decorations.*

### V. SELECTING YOUR MATERIALS

- A. From your **New Life for Churches website** **LTS seminar notebook.**
- B. **Course** **Subject** Topics.
- C. Select 3-4 **LTS tapes** to use.

### VI. INTERRELATE YOUR ACTIVITIES DURING THE DAY

- A. You have to interrelate the breaks.
- B. You want to interrelate your oral lectures and your discussions.
- C. You want to fill in with something.
- D. Plan variety.

- E. Plan meaningful openings and closings.
- F. Plan accurately what you will do:
- G. Plan how people are going to get from and to the bus, and when the bus or train leaves.

## **VII. MAKE A DETAILED TIME SCHEDULE**

- A. Make a list of all the topics on a separate sheet of paper.
- B. Carefully categorize, interrelate, and schedule your topics.
- C. Plan the number of sessions.
- D. Plan the length of time needed for each subject.
- E. Prepare a schedule and fill in the details.
- F. Make sure every member of your team has a copy. Make sure everyone is agreed.

## **VIII. LAST MINUTE DETAILS**

- 1. You need to make sure there is wood and coal already.
- 2. You need to make sure the person who has the key does not forget to come extra early.
- 3. You need to make sure there are enough people to cook the food
- 4. You need to go and visit the place the last day before the meeting to see that everything is okay.
- 5. You need to double-check with your team members

## **CONCLUSION**