



Conference Organizational Details

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Conference Structure

Conference Schedule

All three of the conferences are typically taught from 9:00 a.m. to noon on a Saturday. There are four teaching sessions in the morning. There are two optional sessions taught after lunch that focus on personal application plus a question and answer time. The conferences are designed such that those who can't stay for the two optional sessions will have received the necessary foundational teaching for the conference. There is flexibility in the timing if another schedule is desired.

Conference Cost

Since Christ Is Life Ministries (CILM) is a grace-based organization, there is no charge to the individual for our conferences. In lieu of a charge, our request is that we be able to give the attendees the opportunity to give a love offering during the conference. However, if the church prefers to give an honorarium that is acceptable as well.

Conference Syllabus

Since CILM does not charge individuals for the conference, we would ask that the host church bear the costs associated with providing the syllabus for all who attend. However, this is simply a request, not a requirement.

Discipleship Curriculum

It is important to note that each of CILM's conferences serves as a foundation for a follow-up discipleship curriculum that has been specifically written for each conference. The curriculum is made available at the conference for those who want to explore in greater depth the truths that were learned at the conference. The curriculum is for personal use, one-on-one discipleship, small groups, and Sunday school.

It is a multiple session curriculum with discussion questions and questions for personal meditation. This material explores in greater depth that which was taught at the conferences. This curriculum is also a stand-alone curriculum in that one does not need to attend the conferences to go through the material.

Organization Details for Church Conferences

To assist the host church in organizing the conference, we have listed some suggestions that should help expedite the process.

Child Care

It is highly recommended that child care be made available. If child care is available, we ask that you send CILM the necessary child care information so that we can put it in our e-mail bulletin for the conference.

Advertising/Conference Materials

Advertising

CILM will provide a template for a bulletin insert as well as a one page, tri-fold brochure for the host church to use to promote the conference.

Conference Materials

If the host church is willing to provide the syllabus, CILM asks that the syllabus be copied and placed in a ½" three ring binder. CILM will provide the original copy of the syllabus to be copied as well as the front cover insert for the notebook.

Setup Requirements

The host church will need to provide the following number of tables (3x5 or 3x6 tables are best):

- 2 – Registration
- 1 – Conference syllabus
- 1 – Lunch registration
- 2 – Book Tables
- 2 – Refreshment tables

(We would prefer to have the book tables located as close to the refreshment tables as possible.)

Other items needed:

1. One lavalier microphone
2. One podium or music stand
3. One small table for a power point projector
4. One small table for a laptop computer
5. Two extension cords
6. CILM will provide the power point projector, screen, and laptop computer.

Personnel Needs

On the day of the conference the following number of people is suggested to help with the conference:
(This is based on a conference attendance of between 50-100 people)

- Greeters – 4
- Registration – 3
- Name tags – 1
- Handing out syllabus – 1
- Lunch registration – 2

Registration

1. Pre-registration is important to expedite the registration process the day of the conference, and to insure that adequate syllabuses are on hand for all attendees. CILM will provide a pre-registration form (in an Excel format) that can be used to obtain the necessary pre-registration information. Please inform CILM as to your contact for handling the pre-registration.
2. If the host church would prefer, they can opt to have attendees pre-register on CILM's website: www.christislifeministries.com. The church can contact CILM if they would like a link from the church's website to CILM's website.
3. On the day of the conference, a list of those who have pre-registered should be printed out for the personnel at the registration desk. It will streamline registration if the list is divided into thirds, so that all can check in more quickly.
4. A blank registration form should be provided for those who have not pre-registered. It should include blanks for the same information given by those who pre-registered: name, mailing address, and email address.
5. If possible, CILM asks that the host church provide nametags. They can either be pre-printed nametags or blank nametags with pens provided. Pre-printed nametags are preferable in order to expedite the registration process.

Greeters/Signage

Greeters

Greeters are important in order to welcome the attendees and to give directions concerning the registration procedure. If you are going to have more than one entrance into the conference area, it would be helpful to post greeters at all those points of entry.

Directional signage (if needed):

1. To the conference meeting area.
2. To the refreshment area.
3. To the lunch area if it is different than the refreshment area.

Refreshments

Refreshments for breaks are optional. If the host church would like to provide refreshments, the following are some suggestions for those breaks. The morning breaks can include: donuts, bagels, fruit and/or vegetable trays, cheese and crackers, and cookies. Drinks typically include caffeinated and decaffeinated coffee, water (tap or bottled) and iced tea. Juice, punch, lemonade or soft drinks are all options as well. After lunch all that is recommended would be the drinks.

Breaks and lunch will usually take place at the following times:

Morning breaks..... 10:00 and 11:00 a.m.

Lunch 12:00 - 1:00 p.m.

Afternoon break 2:00 p.m.

If the host church decides to offer lunch, we recommend that you order catered box lunches that attendees can pay for. This will insure that people will have plenty of time to eat within the time allotted for the lunch break. It will also help insure that attendees will stay for the balance of the conference after lunch.

Below is a check list that might be helpful in providing refreshments.

Refreshment Check List:

- Coffee – regular and decaf
- Juice
- Iced Tea
- Tap or Bottled Water
- Donuts
- Bagels
- Cookies
- Fruit or vegetable trays
- Coffee cups – 8 Oz
- Water / cold drink cups – 12 oz
- Ice
- Ice chest
- Sugar
- Sweeteners
- Creamer
- Plastic spoons
- Stir sticks
- Water / tea pitchers
- Napkins
- Serving trays
- Tablecloths