



# Birmingham Host Church Team Manual

September 13-14, 2024

*“So being affectionately desirous of you, we were ready to share with you not only the gospel of God but also our own selves, because you had become very dear to us.”*

1 Thessalonians 2:8

God’s WORD tells us we are *Made for More*

*More Purpose*

*More Value*

*More Mission*

*More Hope*

*More Belonging*

...than the WORLD could ever offer!

Come join us as we explore how God **MADE US FOR MORE** because of our creation design, gospel identity, and inter-generational friendships. We encourage girls third grade and up to join us! This conference is for ALL women—young, single, married and “more seasoned,” as well as your treasured friends. So, gather the women in your circles, plan a special weekend away, and we will save you some seats!

On behalf of Women’s Ministry and Children’s Ministry for the Committee on Discipleship Ministries (CDM), we would like to thank you for hosting a *Made for More* Conference.

#### **WHO SHOULD ATTEND THE MADE FOR MORE CONFERENCE?**

Women of all ages: Girls in third grade through teens, college, and up

## REGISTRATION FOR BIRMINGHAM

The *Made for More* website is accessible at: [women.pcacdm.org/made-for-more](https://women.pcacdm.org/made-for-more)

Early Registration:	\$ 75	Online Registration Begins: March 15, 2024
For Grades 3-12	\$ 30	Early Registration Cut-off: July 13, 2024
Regular Registration:	\$100	Registration Ends: August 13, 2024
For Grades 3-12	\$ 40	Conference Dates: September 13-14, 2024

The website contains information about location, pre-conference seminars, hotel room blocks, worship, and local information, and a link for the registration portal.

## CDM STAFF INVOLVED

The CDM Staff is available to the host church throughout the conference planning process:

Karen Hodge Women's Ministry Coordinator 678-825-1146 <a href="mailto:khodge@pcanet.org">khodge@pcanet.org</a>	Katie Flores Children's Ministry Coordinator 678-825-1140 <a href="mailto:kflores@pcanet.org">kflores@pcanet.org</a>	Kathy Wargo Event Coordinator 678-825-1132 <a href="mailto:kwargo@pcanet.org">kwargo@pcanet.org</a>
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## OTHER STAFF AND SPEAKERS – Birmingham, AL

- Stephen Estock – CDM Coordinator
- Jamie Voss – Regional Advisor
- Marcie Tuten – Trainer
- Paula Miles, Ellen Dykas, Karen Hodge – Speakers
- Ingram Link, Katie Caldwell and/or Sara Ellen Allbritton – Created for a Purpose

## CONFERENCE SCHEDULE – Birmingham, AL

### Friday – 7:00-8:30 pm

- Worship; Creation Design [Paula Miles, Speaker]
- Dessert

### Saturday – 9:00 am-2:30 pm

- 9-10:15 am – Worship; Gospel Identity [Ellen Dykas, Speaker]
- 10:15-12:15 – *Made for More* Special Divided Session:
  - Created for a Purpose (girls ages grades 3-12)
  - Biblical Sexuality and Q&A with Ellen Dykas (adults) [10:15-10:45 break for adults]
- 12:15-1:00 pm – Lunch
- 1:10-2:30 pm – Worship; Walking Each Other Home: The Joy of Intergenerational Friendship [Karen Hodge, Speaker]

**Pre-conference Training:** Capacity and need to be determined by regional team.

Friday Afternoon, 2-5pm; \$25 per attendee and includes the training materials.

- Women's Ministry Leadership Training
- Children's Ministry Leadership Training
- Harvest USA
- Created for a Purpose Training

## BIRMINGHAM

Team Leaders	Main Responsibility
Birmingham Team: <a href="#">Ingram Link</a> <a href="#">Laura Tucker</a>	Oversee all aspects of coordinating the conference. Will be the main contacts with the CDM staff.
Prayer	Coordinate raising up prayer warriors for the conference and provide monthly prayer updates.
Local Facilities	Responsible for facility needs, secure tables, arrange for A/V equipment, meal location, set-up and tear down to prepare for Sunday worship.
Registration/Greeters	Recruit volunteers to assemble materials in bags and recruit greeters for the conference. Materials will arrive a week prior to the conference. Greeters are needed to welcome attendees on Friday and Saturday.
Hospitality	Plan and organize the lunch, as well as coffee/tea and possible snacks. A budget of \$15/woman for food is built into the conference fee and will be reimbursed to the church. On-site lunch will be provided; snacks are optional.
Worship Leader	Lead singing at least 3 times during the conference and recruit an accompanist (instrument of their choosing). An intergenerational worship team would be a highlight. Songs with times for each worship segment must be approved by CDM office and final lyrics submitted 4 weeks prior to conference.
Technical Coordinator	Responsible to make sure all audio/PowerPoint equipment works and runs the soundboard throughout the entire conference. This is a very important position!
Social Media/ Publicity	There will be a <i>Made for More</i> Media Kit available for download that will need to be shared with those in the region.
Photographer	Take pictures throughout the conference, which can then be used by CDM for posting on social media and other publicity. After the conference, Karen Hodge would like to have access to the photos as soon as possible to post to social media and to send to conference attendees. It works best to have them given to Karen on a thumb drive or Dropbox site immediately after the conference.
Book Table/ Exhibitors	Arrange for the book table. Books will be provided by the PCA Bookstore. Team leader will also help answer questions for exhibitors who have secured a table for displays. The bookstore will need access to Wi-Fi.
Friday Night Activity	Plan a fun/fellowship time (dessert) to cap off the evening and give opportunity to meet new friends. [Optional]
Created For A Purpose (CFAP) Set-up	Someone to help receive shipment of materials and help with specific CFAP setup.
Made For More Ambassador	There is an opportunity to sign up to be a Made for More Ambassador (contact person) for your church, to encourage women to attend.

## LOCAL FACILITIES

### **Main Conference Room:**

Items needed in main meeting space:

- Screen for PowerPoint; Cart for projector and laptop computer (if not run from the back)
- Videos will be shown with audio
- Podium
- Microphone for podium for announcements
- Headset (over the ear) microphone for main speaker is preferred
- Wireless internet connection

### **Created for a Purpose Rooms:**

- Optimal setup: 1 large gathering room with microphone, powerpoint and audio for a song. Then split by ages into smaller rooms that hold 16 around tables and chairs set up in a U shape. Tables need to be covered with paper or a tablecloth that can be thrown away. Trash cans in each room are essential.
- Flexible setup: During the site visit, Karen Hodge will help to determine the classroom layouts and capacity.

### **Meal Area:**

Since we have not allotted much time for meals, it is important that the attendees get their food quickly. Tables (either rectangular or round) can be used, or if there is not enough room for everyone to sit in the same room, they can be divided up or eat on their laps or go outside if the weather is nice. Table decorations are not necessary.

### **Photo Booth:**

We will bring the photo booth and it will need to be placed in an area that is easily accessible to women. Women love gathering groups together from their churches for pictures.

### **Exhibitors and Book Table Area:**

This area needs to be large enough for 6-7 tables for books with Wifi access, plus up to 10 tables for exhibitors. The book table area and the snack area may be combined. Exhibitors and the bookstore will be available for women to visit and/or purchase items from the Pre-Conference through the end of the conference.

The CDM Bookstore Manager will deliver the books and manage the sales at the conference in Birmingham. The PCA Bookstore table is not exhaustive by any means, but it does offer an opportunity for the conference attendees to get resources that pertain to the topics discussed at the conference.

### **Signage:**

Please provide signs for the pre-conference, Created for a Purpose, lunch areas, restrooms, etc.

### **Prayer Room:**

Prayer is vital as we prepare for these conferences. You may decide to have a room available to conference attendees for prayer throughout the conference. Identify two women to be conference prayer coordinators who will work with Creigh Brown ([creighb@verizon.net](mailto:creighb@verizon.net)) and Marice Tuten ([Marcie.tuten@gmail.com](mailto:Marcie.tuten@gmail.com)) from our National Team to mobilize women and churches for prayer before the conference.

### **Cry Room/Room for Nursing Mothers:**

We had requests at various conferences for a private space for mothers to either nurse or pump. Please identify a room for mothers. Please let us know if you have a room for mothers who bring infants so they can hear the plenary sessions without being disruptive.

### **Maps:**

Please provide a map of your facility that lists the location of each Pre-Conference training, plenary sessions, lunch, and Created for a Purpose locations. Maps should be printed by the church and included in the tote bags. [The programs are 5-1/2" x 8-1/2" and they will not list the specific locations in case there are last minute changes.]

### **PRAYER FOR SPEAKERS**

You may choose to have women send notes of encouragement and prayer to the speakers.

Paula Miles 4009 Brackenberry Dr. Anderson, SC 29621-3565	Ellen Dykas 715 Twinnig Road Ste 200 Dresher, PA 19025
Karen Hodge 5255 Chimney Gulch Way Colorado Springs, CO 80924	Ingram Link 2205 Comer Place Birmingham, AL 35216

### **AV INFORMATION**

- **Microphones:**
  - Over the ear wireless microphone is preferred. Second choice is a podium microphone.
  - Room Set-up: Theater-style.
- **Love Gift and Teach Us To Worship Videos** – The Love Gift video and TUTW video will be shown at each location.
- **AV/Slides for Plenary Sessions** – CDM will provide slides with announcements, as well as slides from the main speakers. Someone will need to be in charge of advancing the slides.

### **FINANCES**

The CDM office is a ministry of the PCA. There is no expectation for any remuneration for the speakers or the administrative staff from the host church. The host church at a minimum is expected to provide the facilities and the volunteer staff needed, which includes an audio/visual person for the entire conference. Any expenses that the host church would like to give beyond that is at the discretion of the church. The registration fee will be set in order to cover all other costs.

The CDM office will receive all registrations for the conference, and we will send periodic updates of registration counts to the team leaders.

## **REGISTRATION AND CONFIRMATIONS**

Registration opens March 15, 2024 for all conferences. The early registration rate is valid until 8 weeks prior to the conference at which time the price increases to a regular registration rate. The registration deadline is 4 weeks prior to the conference.

All attendees must register ahead of time for the conference, and all registrations will come through the CDM website. Host church attendees **must** also register and pay online with the CDM office in order to be officially registered since that is how we will obtain numbers for the food, materials, and room counts.

Please let us know the maximum number that can register. Assign a liaison to work with Kathy Wargo on the final numbers (it can be the team leader or someone else you choose).

Confirmation emails will be sent by CDM to all attendees upon registration. An additional confirmation letter will be sent 2 weeks prior to the conference to include directions to the host church, parking information, the conference schedule, a volunteer registration for the girls' workshop, snacks offered, restaurants in the area, etc. CDM will send you a draft of the confirmation email for your input. An email will be sent out after the conference with a brief survey for women to fill out, as well as links to viewing pictures from the conference.

A large foyer/narthex is helpful for welcoming women as they arrive. Greeters are needed to answer any questions and to direct women to the Sanctuary to pick up a bag with materials, including a program with the schedule and a blank nametag and marker for them to write their own names. This area needs to be set up several hours before registration begins on Friday. We can provide "Greeter" ribbons that can be attached to the bottom of the name tags to identify your greeters and team members unless you have a different way to identify greeters. Please let Kathy Wargo know how many we need to provide.

### **Pre-Conference Registration at the Church:**

We will provide a list of the names of Pre-Conference attendees and name tag blanks in order to check attendees in before they go to their trainings. It is helpful to have a greeter to welcome the women.

### **Main Conference Registration at the Church:**

- We will have a registration table for girls attending the Created for a Purpose with instructions on where they will go on Saturday morning and a way to identify them with the woman picking them up.
- We will not have a "registration table/check in" for the main conference attendees.

Blank name tags (and markers) will be in their tote bags so that they can write their own name tags. We do not anticipate walk-ins; however, we will be prepared for on-site registrations. It works best to have greeters stationed at the doors into the sanctuary to hand out the tote bags as the women arrive on Friday evening. The tote bags are not handed out to pre-conference attendees, but only prior to the first main session.

### **Scholarship Codes:**

Scholarship Codes will be provided for the team leader(s) and musicians to register at no cost.

Thanks to the generosity of a donor, our "*Invest in the Next Generation Fund—Follow Janet O'Hearn's Legacy*" has been set up to subsidize the cost of the conference for girls in grades 3-12. If you know of someone who would like to contribute, please have them contact the CDM office.

## HOSPITALITY

A hospitality team leader is needed to plan and coordinate the meal/snacks for the conference. The team leader should recruit people to serve and clean up.

Arrangements should be made for lunch on Saturday. We have allotted \$15/person for food, which can be handled by outside catering or an internal person. This amount will include lunch and any snacks that you want to provide (but you are certainly not expected to provide snacks on Friday evening or Saturday morning...that is up to you!). Let us know if you want CDM to provide a check made payable to the food provider/caterer or to your church. We will also reimburse you \$3/person for Pre-Conference refreshments. All receipts should be submitted to Kathy Wargo.

**Dinner on Friday night for the team:** It is helpful to have a meal for the teaching team, CDM staff, and church team leaders on Friday before the start of the conference. CDM will work with the church to decide if we want to order take-out or if someone at the church will provide the food.

**Lunch:** Possible lunch options would be a sandwich, chips, a second side, and a dessert. We have allotted 45 minutes for lunch, so boxed lunches with one option and multiple lines works well for faster service. Providing too many choices slows down the lines. Most locations offer a gluten free option.

**Beverages:** Coffee and water should be available throughout the conference. You may want to order enough bottles of water to include giving every attendee a bottle of water, including for lunch.

**Snacks:** You may choose to provide some type of dessert to serve Friday evening, either while women are arriving or following the program. On Saturday morning, you may choose to have some simple refreshments to go along with coffee and tea. This can be something that your church or volunteers donate or you can use a portion of the \$15 to cover this if you decide to provide snacks. However, some churches choose not to provide either, and that is fine too! Some ideas from past conferences:

- Pre-Conference snack ideas from other conferences:
  - o Bags of Skinny Pop; Granola bars; Bowls of nuts/M&M's mixed together with a scoop and little dixie cups; Cheese and crackers and fruit; Options to make your own trail mix
- Friday evening snacks ideas from other conferences:
  - o Bowls of nuts mixed with M&M's and paper cones to scoop out popcorn; Soft pretzels; Cheese and crackers and fruit; Assortment of mini desserts; Ice cream cart and donut truck from an outside source (be careful about signing any contracts for minimum amounts sold)
- Saturday morning snack ideas from other conferences:
  - o Mini Krispy Kreme donuts; Bagels (cut into small pieces); Muffins or Scones; Yogurt Parfaits or grapes and clementine's
  - o Some locations chose not to provide Saturday morning snacks since many were coming from hotels where breakfast was served.

**Decorations:** The host church can decide if you would like provide decorations. We have had churches who used no decorations and churches who had women who used their giftedness to decorate in many different ways. It's up to you and your budget as to whether you want to provide anything.

## ADDITIONAL VOLUNTEERS AND NEEDS

### Volunteers:

Please give Kathy Wargo a list of your main volunteers (greeter, photographer, hospitality, etc.).

### Materials:

- CDM will provide programs that are unique to your location. The facility map with Created for a Purpose room locations will be separate from the program, printed by your church.
- One week prior to the event, we will ship the following items to your church: programs, name tags and lanyards, tote bags, pens.
- Please provide a team of volunteers to fill the tote bags on Thursday (or Friday). It takes about 1 hour with 6 people to fill 300 bags (just to give you an idea of how long to allow).

### Box for Name Tags:

Please provide a box for name tags and lanyards to be returned as women leave the conference.

### Social Media/Publicity:

The CDM office will help publicize the conference, including using our Facebook page:

<https://www.facebook.com/groups/connect.pca.women>. Feel free to post details, prayer requests, and ideas (local restaurants) for getting women excited to attend the conference. We will also have information on our website: <https://women.pcacdm.org/made-for-more/>

The CDM Office will provide a media kit for the conference, which will have publicity information for printing and dissemination. The host church is responsible for contacting churches in the area and region to encourage women to attend. Our media kit will have various pieces for you to use to advertise.

- Consider using the Facebook and Instagram with city specific pieces to promote your conference across your church or regional social media platforms.
- Also consider using bulletin inserts on Sundays in Children's Ministry, Youth Ministry and Women's Ministry communications.
- If your church uses slides, seek permission to advertise on Sundays.