



Dear Seminar Coordinator,

I'm looking forward to meeting you and spending a weekend with your church. There are a number of questions I've anticipate you having but I'm sure I'll miss some so feel free to ask.

I do not ask for an honorarium. I do ask that all my expenses be covered as I do this seminar up to once a month. *Seminar Expenses are on the third page.*

There are also a few questions I'd like to ask you as they will help me customize this seminar weekend for your church family. My home office phone number is 541 563-7364 or miltonadams@actionnet.net

Friday night stuff:

- 1) 2 *full* hours for training seminar.
- 2) Have pitchers of water and cups on each table.
- 3) Goals:
 - i) To create the need.
 - ii) To bring the liberal-conservative range of people onto the same page.
 - iii) To lay a foundation for Sabbath afternoon.
 - iv) To inspire your people with a vision of what could be.
- 4) Depending on when you choose to start, you might include a supper snacks (popcorn, etc).
- 5) I'll need a music stand.
- 6) Attendees need pen/pencils tables and chairs.
- 7) I'll bring the training manuals.
- 8) Some churches video/audio tape the training. If you choose to, then we'll need roving mics.
- 9) I'll fine tune room layout when I get there.

Sabbath Sermon Stuff:

- 1) Title: Five Longings of Every Heart - I look at pictures of fellowship from the "one another" passages then ask the questions, Where does this type of God-honoring fellowship taking place on a regular basis in your life?
- 2) Scripture: I will use it in my sermon.
- 3) Songs for music team to use as they decide: I will follow Thee, 623 and Higher Ground, 625.
- 4) PowerPoint is ONLY needed for sermon if it is available, but it is not essential.

Sabbath Afternoon:

- 1) 4 *full* hours, it is a nice touch to follow the training with light supper (popcorn and apples)

- 2) Every 50 minutes we take a 10 minute break.
- 3) Have pitchers of water and cups one each table.
- 4) Goals:
 - i) To provide practical how-to's.
 - ii) To prepare people for first 3 months of co-leading.
 - iii) To give them resources for leading beyond the first 3 months.
 - iv) To have a fun and meaningful time together.
- 5) I'll need a Serendipity Bible sign up sheet. This is a key part of moving people from being seminar junkies to co-leading a group. If purchased individually, this Bible cost about \$30. If purchased in quantity, prices quickly drop to about \$20 each. And for a couple month around Easter they offer an excellent sale. In my churches we gave the Bible to seminar attendees for \$10 and the church subsidized the rest. **The goal is to make the Bible cheap enough that everyone signs up and create some ownership at the same time.** Call the Serendipity publishing at 1 800 525-9563 for pricing on the Serendipity Bible for Groups, 4th edition.

OPTIONAL roundtable *but highly recommended:*

- 1) Who should come?
 - i) Your key leaders who attended the seminar, and
 - ii) The person who will be the point person for the Growth Groups.
- 2) *How to keep your Growth Groups from Derailing* (the last chapter in training manual).
- 3) Goals:
 - i) Administrative issues.
 - ii) How to keep your groups united in the mission of the church.
 - iii) Gives your key leaders opportunity to ask me their unspoken questions.
 - iv) Gives me the opportunity to address common excesses and try to build more ownership in your key leadership.
- 4) I need 30 minutes for this roundtable.

Downloads @ www.growthgroups.us

- 1) *Frequently Asked Questions* – you are currently reading.
- 2) *Starting Groups in your Church*: comes from my training manual.
- 3) *Tri-fold Advertisement*: The tri-fold is designed in Microsoft Publisher. I can add in your specific information and send you a PDF file or I can send you the original Publisher file.

Some questions that help me:

- 1) Does the computer that runs PowerPoint have win XP on it?
- 2) Give me a history of the past 5-7 year of "small group" in your church: exposure, involvement, members attitudes toward, number of people involved, openness or closedness, your elder and opinion leaders attitudes, previous training seminars (who did the training).
- 3) Give me a feel for your approach to evangelism for the past 5 years.
- 4) What is the churches receptivity to Ellen White? (I do not use her in the sermon but I do use references in the training, primarily Friday night.)

Seminar Expenses:

- 1) I'll keep track of my expenses and invoice you when I get home. Possible line items can include:
 - i) Training workbooks are \$10 each. Unless you are located outside of the United States, I will bring the training workbooks. (Occasionally some churches have access to high end photo copiers and have asked if they could download the training manual and photocopy their own workbooks. To make it cost effective for small, medium, and large churches I have invested in high-end laser printers, color printer, and booklet binding equipment. Printing and preparing the workbooks myself, help me recover some of my equipment expense. If you are a church who has access to photocopy equipment, thank you for understanding.)
 - ii) Car mileage from my house to Portland's airport will be at conference rate, \$.31 (\$108.19). We live 3 ½ hours from the airport.
 - iii) Car rental from your airport to the seminar. (Or someone can pick me up.)
 - iv) Airline ticket.
 - v) Food while traveling. (This is minimal.)
 - vi) Lodging (I can get cheaper airline tickets if I leave early Friday morning. Since I live 3½ hours from the airport I book a motel for Thursday night. This motel provides "park and fly" for free, saving long term airport parking charges. This motel costs about \$55.00 plus tax.)
- b) Motel during seminar. (Or I can stay with someone. I'm allergic to cats ☹)
- c) I *do not* charge an honorarium.